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# AGENDA

## ASTORIA PARKS & RECREATION ADVISORY BOARD

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Wednesday, April 26, 2017  
6:45 AM  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street, Astoria OR 97103

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

- A. Individuals must state full name and address
- B. Each individual is provided 2 minutes

**4. PRESIDENT HERNANDEZ**

- A. What do you hear?

**5. EMPLOYEE RECOGNITION**

**6. OLD BUSINESS**

- A. Parks Foundation Update
- B. Implementation of the Parks and Recreation Comprehensive Master Plan
  - a. Developing Parks and Facilities Maintenance Plans
  - b. Capital Improvement Plan

**7. NEW BUSINESS**

- A. Scholarship Program Update
- B. Site-specific park improvement plans for Shively and McClure Parks
- C. Youth Swim Team Lane Rentals
- D. Doughboy Restoration Grant
- E. Status Update of Budget and Possible Implementation of Additional Revenue Sources

**8. STAFF REPORTS, attached**

**9. UPCOMING EVENTS**

- City Council Work Session, Thursday, May 4<sup>th</sup>, 6 PM @ City Hall
- Parents' Night Out, every Saturdays, 6:00 PM - 9:30 PM @ Port of Play
- Youth Softball Practices Begin, May 2<sup>nd</sup> @ Tapiola Park
- New Swimming Lesson Session, April 25<sup>th</sup> @ Astoria Aquatic Center
- Lil' Sprouts Pre-K Graduation, May 26<sup>th</sup>, 6 PM @ Port of Play
- Astoria Recreation Center, POP, and Lil' Sprouts will be closed, Memorial Day, May 29<sup>th</sup>
- Adult Softball League Games begin, May 30<sup>th</sup>

**10. FUTURE MEETINGS**

- (a) May 24, 2017 @ 6:45 AM in City Hall, Council Chambers
- (b) June 28, 2017 @ 6:45 AM in City Hall, Council Chambers



CITY OF ASTORIA  
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## **M E M O R A N D U M**

**DATE: APRIL 23, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: BRETT ESTES, CITY MANAGER**

**SUBJECT: AUTHORIZATION UPSATE SCHOLARSHIP PROGRAM FOR PARKS AND RECREATION DEPARTMENT SERVICES**

### **DISCUSSION/ANALYSIS**

The City of Astoria Parks and Recreation Department plays a central role in defining the City's quality of life and is committed to offering low cost recreation programs, facilities, special events, and making its programs accessible to all segments of the population, as possible.

Between 2009 through August 2015 the Parks and Recreation Department hosted an unofficial scholarship program that waived over \$35,000 in program fees annually. Although this program was well utilized, it had many shortcomings. Such as: it had not been approved by City Council, thus it could be interpreted as gifting of public funds or resources; it had no income guidelines to establish and regulate need; the review and determination on each application received was up to the interpretation of Parks and Recreation Department staff members, which created inconsistency for users and liability for staff members; and there was no funding source for the program making it impossible to meet budgeted revenues.

To correct these shortcomings without eliminating the scholarship program, the Parks and Recreation Department partnered with the Astoria Parks, Recreation, and Community Foundation to establish a formalized scholarship program, which policies and practices are stated below.

Additionally, a scholarship fund was established with the Astoria Parks, Recreation and Community Foundation, to provide partial and full subsidies to eligible applicants for selected Recreation programs. The Astoria Parks, Recreation, and Community Foundation have fundraised over \$38,000 in scholarship funds since beginning a fundraising campaign in late May 2015. During the May 27, 2015 Parks and Recreation Advisory Board meeting, the board discussed the policy and practices noted below. Upon conclusion of the discussion, the Astoria Parks and Recreation

Advisory Board unanimously voted to recommend the policy and practices to City Council who then authorized the program.

During the winter of 2017, the Parks, Recreation and Community Foundation voted in favor expanding the service area for which it provides scholarships from the City of Astoria boundaries to the Astoria School District boundaries in hopes of serving more low-income families. During the April 26, 2017 Parks and Recreation Advisory Board meeting, the board discussed the policy update and unanimously voted to recommend the policy and practices to City Council.

## **POLICY/PRACTICES**

1. Any resident of Astoria Astoria School District is eligible to submit an application for a scholarship.
2. Applicants must submit a "Scholarship Application" form to the City of Astoria Parks and Recreation Department.
3. Scholarships are provided in two forms:
  - A. 100% percent scholarships for those who meet very low household income requirements (equal standards to the free lunch program) or have received a letter from the State for Temporary Assistance for Needy Families (TANF).
  - B. 50% percent scholarships for those who meet low-income household requirements (equal standards to the reduced lunch program).
4. Scholarship eligibility is determined by:
  - A. Any City of Astoria resident; who meets the Oregon State low income requirements, is eligible for Public School Free/Reduced Lunch Program, or approved for Temporary Assistance for Needy Families.
  - B. Eligibility documentation is required. Appropriate documentation includes; most recently filed federal tax return, Astoria School district notification for free/reduced lunch, or letter of approval from the State for Temporary Assistance for Needy Families (TANF), medical assistance, or food assistance is required.
5. Household income is defined as the sum, on an annual basis, of all pay, allowances, maintenance/child support, social service allowances and other income in the household.
6. Recreation personnel will use the information on the application and any additional information submitted to decide if the applicant should receive a scholarship and to verify eligibility. All information given is not a matter of public record and will be kept in the strictest confidence.
7. Submission of an application for a scholarship is not a confirmation of a scholarship. It is also not a registration form. A scholarship recipient must submit a program registration form in addition to the scholarship request form.
8. Each application will be reviewed and a decision made by the Director of Parks and Recreation or his/her designee.

9. Notification will be made by phone or letter mailed directly to the applicant within 14 days of the application submission.
10. If a scholarship is approved, the recipient is required to pay the balance of the program cost and follow normal registration procedures. Scholarship fees are not transferable.
11. The number and amount of scholarship funding is available based on donations received by the Astoria Parks, Recreation, and Community Foundation. Available funds will be divided in order to serve as many people as possible.
12. Scholarships will not be available for childcare programs or to obtain plots or services at Ocean View Cemetery.

**RECOMMENDATION**

It is recommended that the Astoria City Council adopt the updated Scholarship Policies and Practices which were recommended by the Parks and Recreation Advisory Board.

By: Angela Cosby  
Angela Cosby  
Director of Parks & Recreation

# SHIVELY PARK AND MCCLURE PARK MASTER PLAN

Open House #1 Meeting Summary  
 April 11, 2017  
 Shively Hall

Staff Present: Angela Cosby, Parks Director; Jonah Dart-McClean, Parks Supervisor; Rosemary Johnson, Planning Consultant/Project Manager

Consultants Present: Derek Sergison, GreenWorks; Matt Hastie, Angelo Planning Group

The City of Astoria, with assistance from a consulting team led by GreenWorks, is preparing conceptual Master Plans for future improvements at McClure and Shively Parks. The master planning process is being funded by a planning grant from the Oregon Department of Parks and Recreation. As part of this effort, the City and its team is conducting community meetings to solicit feedback on planning priorities and concepts. A first set of meetings, conducted on March 7, 2017, focused on conditions, opportunities, constraints, and priorities for the two parks. At a second round of public meetings on April 11, the planning team presented two concepts for each Park for comment and consideration. Final draft Master Plans will be presented to the City Council for consideration later this year.

On March 11, the City of Astoria and its parks master planning consultants from GreenWorks and Angelo Planning Group conducted a combined public meeting for the two to discuss different planning concepts for McClure and Shively Parks. The meeting took place at Shively Hall. The meetings were announced via the City’s Website; notices mailed to several hundred people who own property in the vicinity of the parks; flyers posted at various City facilities including the two parks, and meeting flyers distributed door-to-door in the McClure Park area. About 30-35 people attended the meeting.

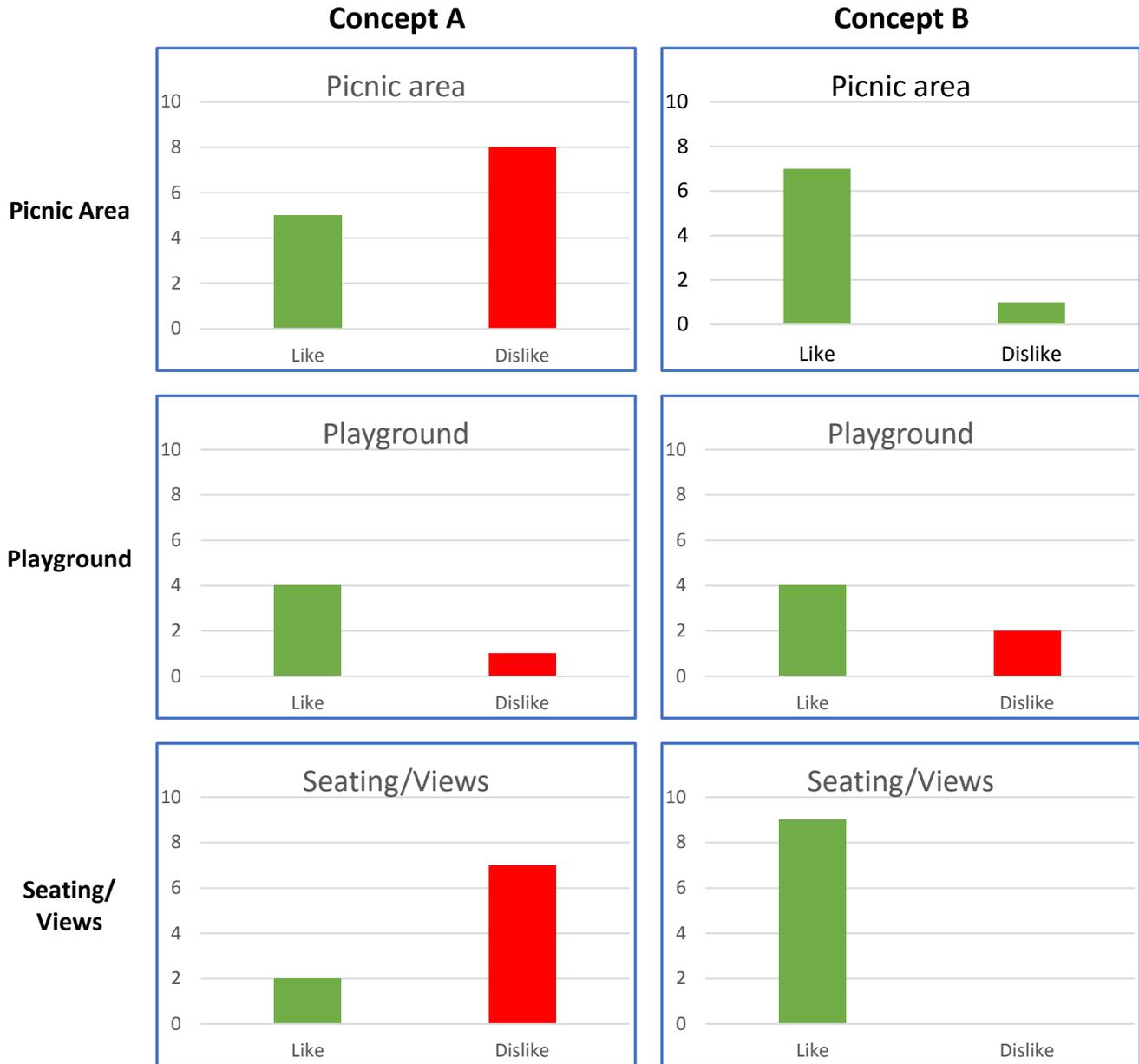
The purpose of the meetings was to provide community members with the opportunity to review and comment on draft concepts for the two parks. Each concept included a variety of elements and participants were asked to note whether they liked or disliked the specific elements or had any other recommendations for additional amenities or objectives, or whether they suggested any refinements to the concepts presented. The meeting included a brief presentation of the concepts, followed by a question and answer session with participants. After the Q&A session, participants engaged in interactive exercises to state their preference for different programming elements and concepts. Following is a summary of the results of the meeting.



## McClure Park

### Preferences for specific park elements

The following charts show participants' preferences for specific park elements and amenities shown in the two concepts. In all cases, the majority of participants preferred the elements illustrated in Concept B.



### Project Presentation, One-on-One Comments, and Map Comments

Comments and questions during and after the presentation included the following:

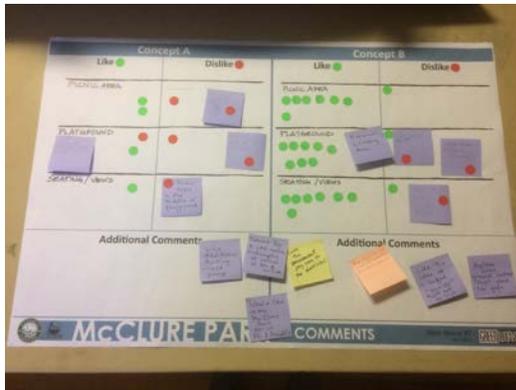
- There should be plenty of space or separation between the bottom of the slide and the play area for safety.

- Would the swing set be a two-seater or a four-seater?  
*Response: A four-seater is shown in Concept A. Concept B includes multiple swing types on separate support structures but all of that is flexible.*
- I don't see too many bright colors which is good but what materials are you considering for the play equipment? Would you use wood.  
*Response: We could use wood but we would not recommend it for this climate due to maintenance and longevity reasons. We would suggest steel and your color choices would be almost endless, including subdued or more natural colors.*
- Are you planning to raise the level of the grade of the picnic area? The side of the park has significantly subsided and will continue to do so if we don't shore it up.  
*Response: Our understanding is that the movement of the slope is occurring gradually and at a deep level. Stabilization would need to occur at a significant depth and would be very expensive so we are not suggesting that at this time although it could be done if the resources are available. Improving the drainage in the park will also help address that to some degree.*
- What kind of surface material are you suggesting in the play areas – wood chips or something else? The wood chips tend to get wet and need to be almost constantly replenished. And how deep would that need to be?  
*Response: We haven't suggested a specific material to this point. That is more of a design detail. However, you could use either wood chips, rubber/synthetic chips or a molded rubber surface. Recent studies have shown that the molded rubber surfaces can be more prone to causing injuries like sprains. The depth of the surface is usually 12-18 inches for chips and depends on the potential height someone could fall and the need to prevent head or neck injuries. The higher the height of the play equipment, the deeper the material.*
- Even though neither of these parks are being suggested as dog park locations, both of them are used that way informally now.
- You should clarify that the concrete pad and bench project was actually a seniors project and not a boy scout project. And the city actually installed the pad.
- What kind of surfacing material needs to be used on pathways in the park to ensure that they are ADA accessible?
- Don't let the benches at the top of the hill block kids from sliding down the hills.
- Would the location of the movies in the park change under either alternative?  
*Response: No, that would not need to change unless the organizers wanted to do something different.*
- Don't locate a picnic bench between the bottom of the slide and the playground.
- Not too cluttered with stuff (Concept A playground).
- No picnic table near the slide (Concept A picnic area). (2 comments)
- Climbing wall not necessary/don't like it (Concept A playground). (2 comments)
- Too much stuff (Concept B playground).
- Playground is too close to slide (Concept B playground).
- Like additional parking – lined please.
- Remove ivy and add native landscaping at corner of 8<sup>th</sup> and Grand.
- Love the embankment play zone on the west side.
- Would love extra McClure Park sign at 8<sup>th</sup> and Franklin.

- Area where already ponds needs to be separated from the playground.
- Like the idea of a stepped “backstop” that’s not too high.
- Shelter area ground surface that’s good for yoga.

### Comment Forms

- Three (3) people noted a preference for Concept B for McClure Park. Additional comments included the following.
- Like sheltered picnic area, more play area.
- The shelter is a good concept. Separate bottom of slide from play area.



### Precedent photos

Several participants noted support for certain amenities by placing green dots on the concept images board, noting the following support:

- Log climber – 1
- Embankment slide – 2
- Log climber – 1
- Ropewalk/balance – 2
- Shelter – 2
- Interpretive sign – 2
- Rocks and ropes – 1
- Basket swings – 3
- Embankment play – 1
- Steppers – 1
- Viewpoint Seating – 1 (dislike)
- Seat walls – 3

### Shively Park

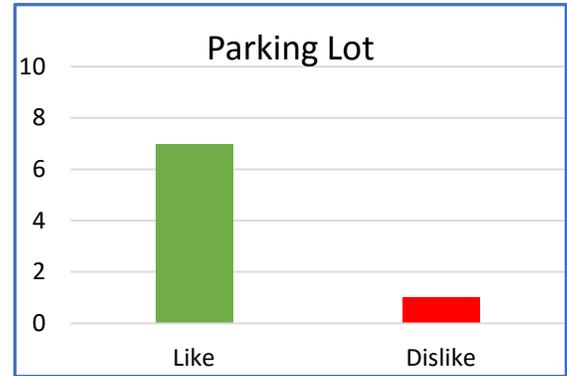
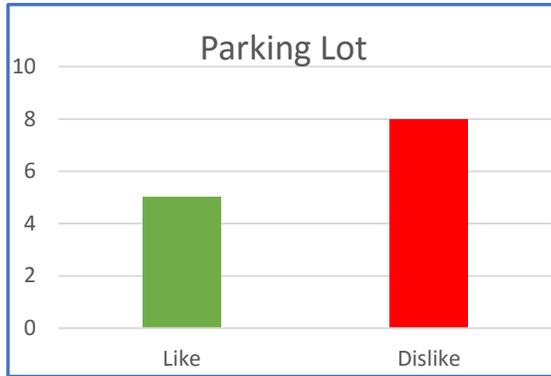
#### Preferences for specific park elements

The following charts show participants’ preferences for specific park elements and amenities shown in the two concepts. In almost all cases, the majority of participants preferred the elements illustrated in Concept B. Preferences for the trailhead elements were more evenly split although more people disliked the Concept B trailhead in comparison to Concept A.

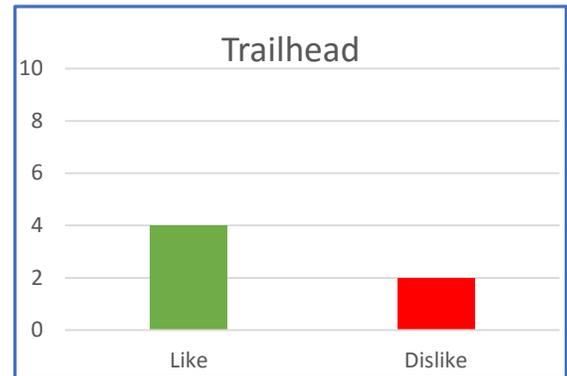
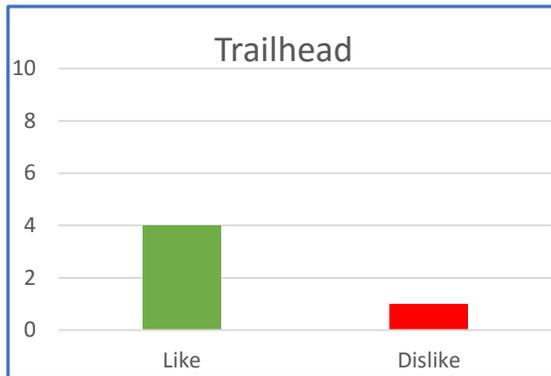
### Concept A

### Concept B

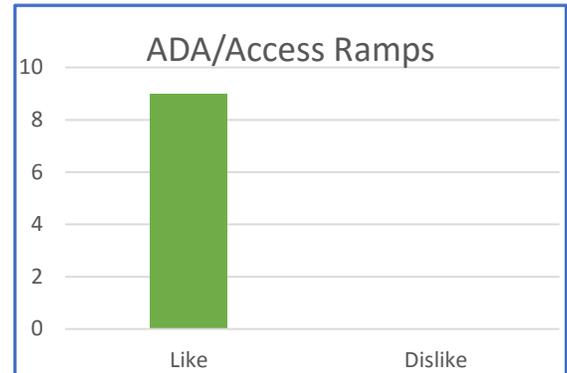
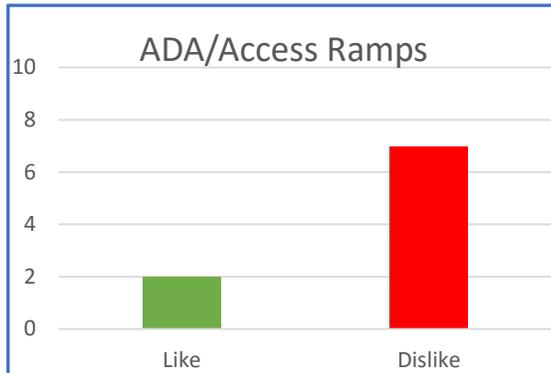
**Parking Lot**



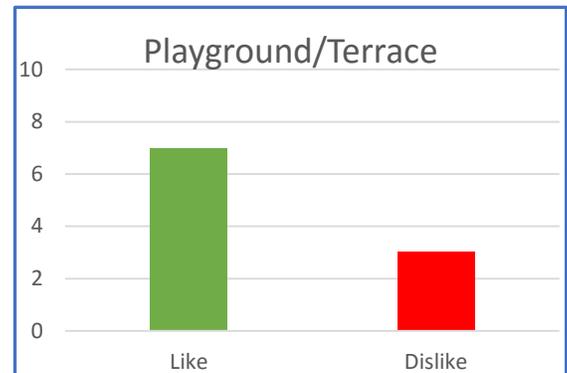
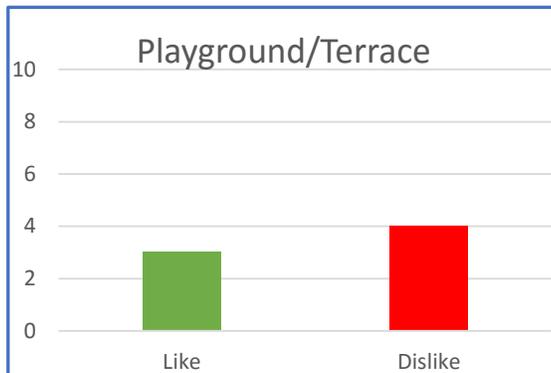
**Trailhead**

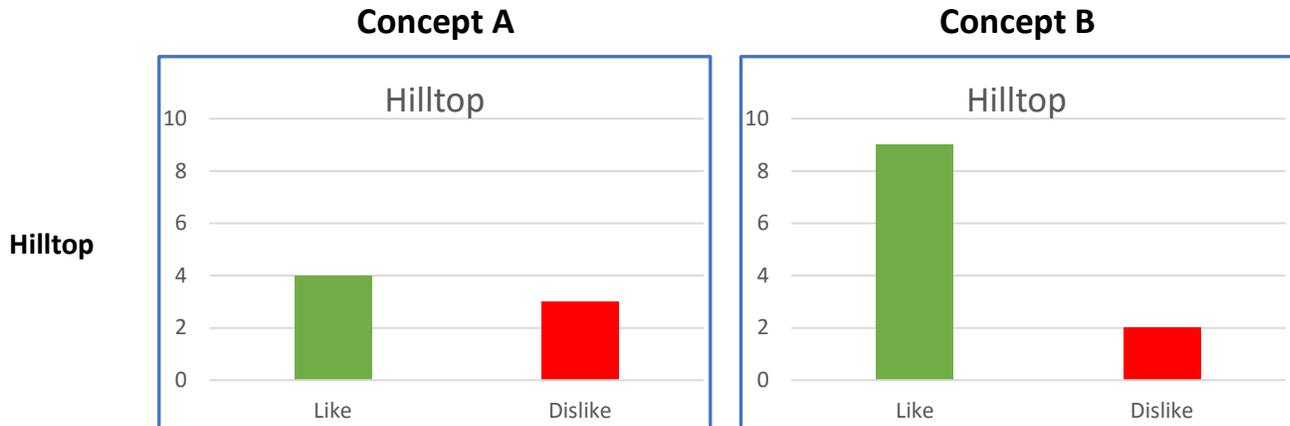


**ADA/  
Access  
Ramps**



**Playground/  
Terrace**





### Project Presentation, One-on-One Comments, and Map Comments

- What kind of plantings are you suggesting in the Hilltop area?  
*Response: Primarily low plants that step up in height towards the existing forested areas.*
- What kind of surfacing would you use in the auxiliary parking lot? And would you be willing to consider some approaches for mitigating the potential impact of headlights there shining on the adjacent house, e.g., gating the auxiliary lot and only using it for larger events?  
*Response: We could use a permeable surface there that has a reinforced base but allows for grass to grow, making it look less like a paved area and more natural. And yes I expect the city could look at gating the area and keeping it closed to cars much of the time and/or screening it.*
- Would the ramps shown in the two Concept provide access for people in wheelchairs and what would the grade be?  
*Response: Yes, they would meet ADA grade requirements of 5-8 percent.*
- Which way would the seats in the courtyard face?  
*Response: The drawings show them facing towards the parking lot, in part due to the topography there. However, that is a detail that can be refined as part of a more detailed design.*
- I think you should keep Shivley Park as rustic as possible. Continue to maintain its natural, hidden aspect. Don't build the ADA ramps to the hilltop unless absolutely necessary.
- Address drug use in Shivley Park. And get rid of the ivy and the moles.
- Do not institute an entrance fee at Shivley Park.
- Love native hedgerow.
- Replant hedgerow with original plants, not stone. Keep historic design.
- Like extra parking in A but not separating lot from road. I like parking lot "B" with the trailhead from "A."
- No to road bump-out on upper end of loop. If width is absolutely needed, shave out of uphill side.
- I don't like the switchback ramp leading up to the hilltop area. That is an attractive area. It will be chopped with the ramp.
- Realignment of the loop seems expensive and un-needed.
- Please retain all big trees.

## Comment Forms

- Four people noted a preference for Option B, although one of those noted a preference “if I had to choose.” One person didn’t indicate a strong preference but likes A more than B.
- ADA path in Option B provides both bathroom access for floor one and backdoor entrance on top floor of Shivley House.
- Concept B has a more natural flow. Please keep signage and hardscapes to a minimum. Let nature talk to us.
- Like entry of Concept A beyond stairs. Like Concept A overflow parking, keeping play area, traditional ceremonial space. Dislike in Concept A split parking, handicap access to Shivley Hall, taking out historic stairs to get access to upper area.
- Like in Concept B handicap access to Shivley, parking better, but needs overflow. Dislike in Concept B entry area, moving play area, too much detail in front by parking lot, the curving portion of ramp at the upper area, widening the upper area, Shivley Terrace (dislike most of the hilltop).
- Lack of consideration of history of Centennial areas.
- It is not a “Nature Park.” It is a community historic park for get-togethers with natural enhancement.
- Concept B: like the accessibility; love the walkway and lawn. Great event space – both with the patio outside the hall and the hilltop lawn.
- Love the interpretive panels and educational opportunities. First-time visitors should leave with cultural and natural history overview.
- I have these comments for Concept A: I have lived adjacent to this park since 1994. In my experience, overflow parking needs, if any, are occasional. If overflow parking is built, it should be restricted on an as needed basis to reduce illegal activities which is a problem. Second, the proposed area is used for events, dogs, and lounging/sunning. It would be nice to allow these activities to continue. Finally, there should be a barrier/fence to minimize issues with private property adjacent to the park.
- I have no preference between the two options but have these comments on Concept B: I have lived adjacent to this park since 1994. In my experience, there is no much playground use, if any. One option is to eliminate the playground altogether to keep with the natural aspect of this park, which would encourage children to explore their natural surroundings. People enjoy the lower grassy area for dogs, play, lounging/sunning and seating for events. If playground equipment is installed, it should be minimal and blend in with the natural surroundings. There should also be a barrier/fence to minimize issues with private property adjacent to the park.



### Precedent photos

Several participants noted support for certain amenities by placing green dots on the concept images board, noting the following support:

- Trail improvements – 1
- Plant labels – 1
- Trailhead kiosk – 1 (dislike)
- Shivley Hall access – 1 (dislike)

### Prepared By:

Matt Hastie  
Angelo Planning Group



- Accessible path from level parking spot (A1)
- Picnic pad with tables, BBQ & bench (A2)
- Sloped walk with seatwall (A3)
- Expanded play area with new swings & rocks climber (A4)
- Access walk to existing Boy Scouts pad and extended seatwalls (A5)
- Picnic table at play area and slide landing (A6)
- Protective barrier at top of slide and include benches for guardians (A7)

- Program Goals**
- Maintain flexible open lawn space
  - Accommodate and provide access to Friends of McClure Embankment Slide
  - Preserve views and provide additional seating and picnicking areas
  - Replace playground equipment.
  - Improve safety at Grand and 8th St.
  - Preserve existing stone walls

- (A8) Replace 10' height North backstop fence segmented 10' - 8' - 5' height fences to open views.
- (A9) Preserve 100' distance for ball sports
- (A10) Park entry sign and seatwall at intersection landing. Serves as protected access route to slide

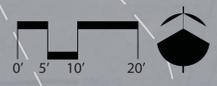
A



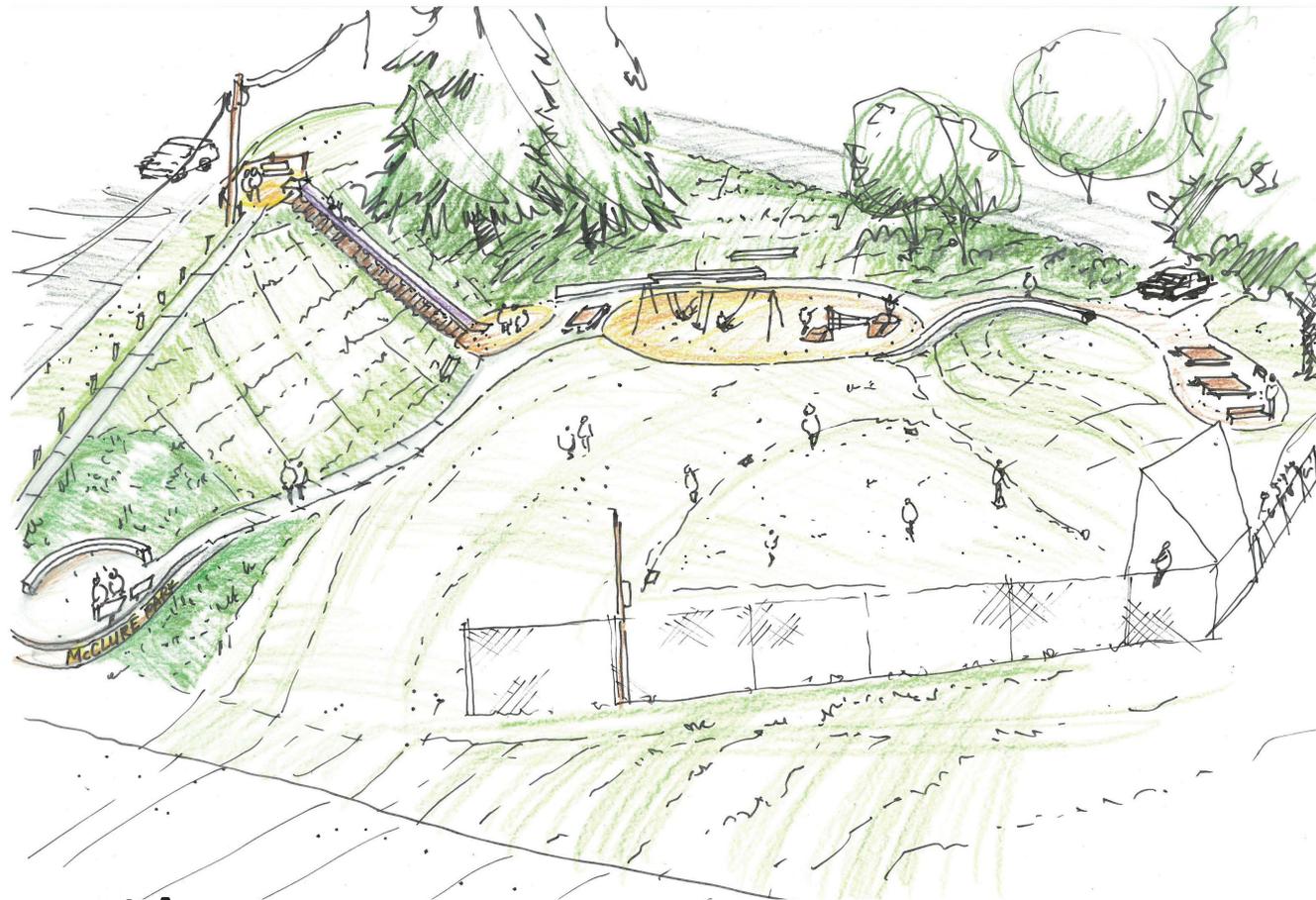
- Accessible path from level parking spot (B1)
- Picnic shelter with tables, BBQ & bench (B2)
- Sloped walk with seatwall (B3)
- Expanded play area nature play, rocks and ropes climber, rope & basket swing, Access walk to existing Boy Scouts pad (B4)
- terraced viewpoint seating platforms (B5)
- Access to existing Boy Scouts platform (B6)
- Protective barrier at top of slide and include benches for guardians (B7)

- Program Goals**
- Maintain flexible open lawn space
  - Accommodate and provide access to Friends of McClure Embankment Slide
  - Preserve views and provide additional seating and picnicking areas
  - Replace playground equipment.
  - Improve safety at Grand and 8th St.
  - Preserve existing stone walls

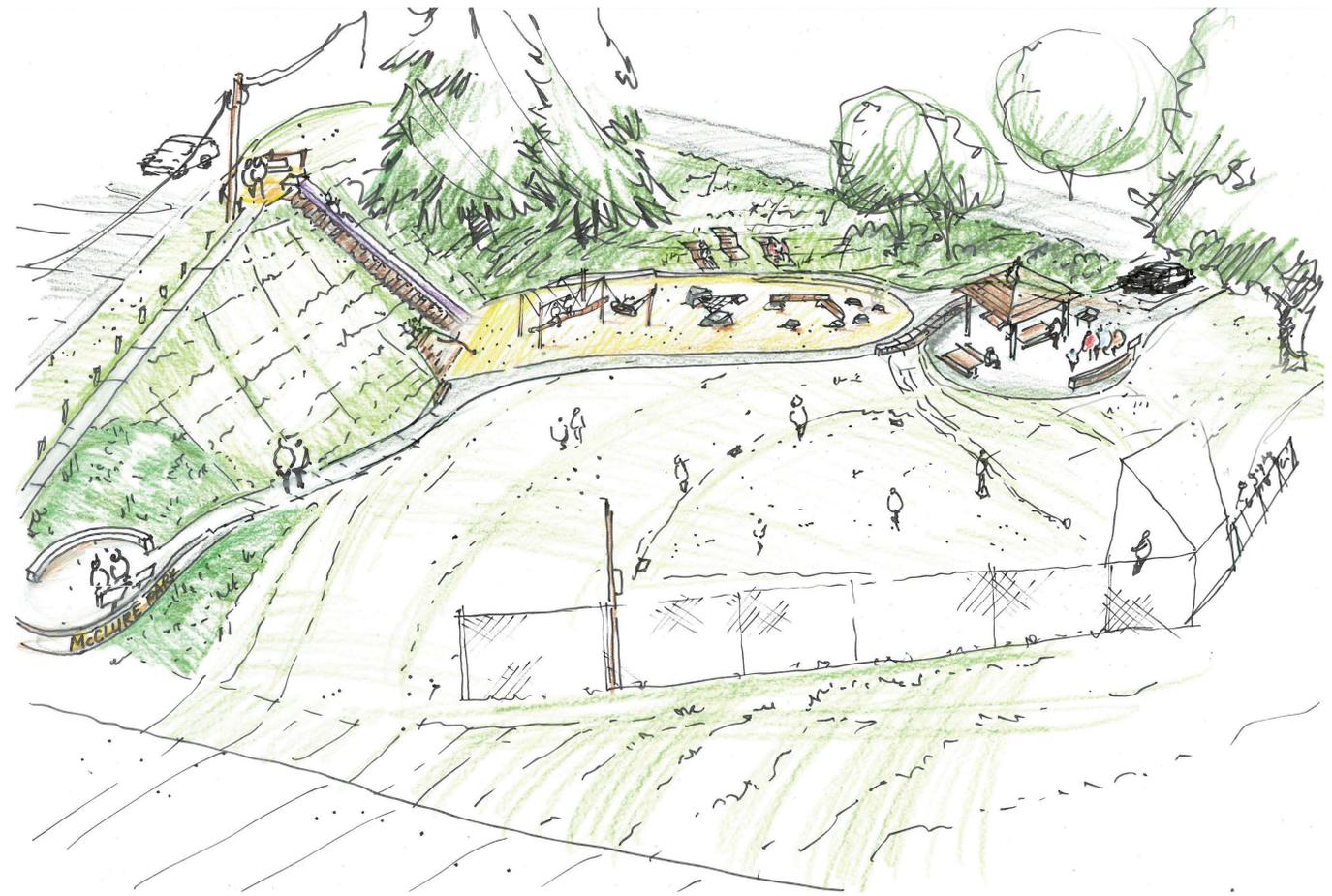
- (B8) Replace 10' height North backstop fence with 5' height fence to open views.
- (B9) Preserve 100' distance for ball sports
- (B10) Park entry sign and seatwall at intersection landing. Serves as protected access route to slide



B



**Concept A**



**Concept B**

**Concept Images**



**LOG CLIMBER**



**EMBANKMENT SLIDE**



**ROPEWALK/BALANCE**



**ACCESS TRAIL TO SLIDE**



**SHELTER**



**INTERPRETIVE SIGN**



**ROCKS AND ROPES**



**BASKET SWINGS**



**EMBANKMENT PLAY**



**STEPPERS**



**VIEWPOINT SEATING**



**SEATWALLS**



**McCLURE PARK**

**CONCEPT SUPPORT**

Open House #2  
April 2017



**PARKING LOT ENTRANCE**

- (A1) Improve visibility when existing park. See Exist sketch
- (A2) Separate parking from loop road and provide overflow parking.
- (A3) Park sign and trailhead kiosk

**SHIVELY HALL & TERRACE**

- (A4) Outdoor gathering area with interpretive sign. Existing play area is separated from patio with planted slope.
- (A5) Access route from east roadway to Shively Hall (requires slope cut and low retaining walls)
- (A6) Native wildflower meadow and secondary trailhead
- (A7) Access ramp to lower restroom.

**Concept A Key Points**

- Expand Parking, keep through road separate.
- Access route from east roadway
- Retain playground and add outdoor gathering space
- Enhance formal alignment of hilltop

**Program Goals**

- Improve access to Shively Hall and outdoor events areas
- Add wayfinding and trail signage for recreational users
- Recognize cultural history of the park through interpretive signage
- Promote outdoor education with native flora and fauna identification
- Improve forest health by removing invasive species and reestablishing native understory and wildflower meadows.

**HILLTOP**

- (A8) Widen formal lawn and reinforce new hedgerow plantings with stone edge. Potential species for hedgerow include native Huckleberry and Nootka Rose
- (A9) Remove invasive blackberry and re-plant hillside
- (A10) Flagstone circle to serve as ceremonial space and include interpretive signage on the parks history.
- (A11) Switchback access ramp. Reuse materials from existing stone walls and steps. Re-plant slope with hardy native groundcovers.
- (A12) Ramp start may require road bumpout to accommodate vehicle drop-off.

A



**PARKING LOT ENTRANCE**

- B1 Improve visibility at exit and re-align loop road through parking layout. See exit sketch.
- B2 Plargound with access path to parking lot
- B3 Trailhead Kiosk with plantings and pathways. Remove Yew trees at steps.

**SHIVELY HALL & TERRACE**

- B4 Provide cicalation around Shively Hall
- B5 Terraced outdoor gathering area with seatwalls and interpretive signs
- B6 Expand wildflower meadow
- B7 Access ramp from West roadway to Shively Hall and restrooms (requires slope cut and low retaining walls)

**Concept B Key Points**

- Large trailhead with direct parking access
- Accessible route from parking to Shivley Hall, restroom, and gathering area.
- Terraced outdoor gathering area in meadow and relocated play area
- Hilltop native plant ID walking loop and events lawn.

**Program Goals**

- Improve access to Shively Hall and outdoor events areas
- Add wayfinding and trail signage for recreational users
- Recognize cultural history of the park through interpretive signage
- Promote outdoor education with native flora and fauna identification
- Improve forest health by removing invasive species and reestablishing native understory and wildflower meadows.

**HILLTOP**

- B8 Walking loop with native plant beds and species ID tags. Open lawn space for events
- B9 Ceremony pad with interpretive signs and seatwall
- B10 Remove invasive blackberry and re-plant hillside
- B11 Swtichback access ramp. Reuse materials from existing stone walls and step. Re-plant slope with hardy native groundcovers.
- B12 Ramp may require road bumpout to accomadate vehicle drop-off.

B





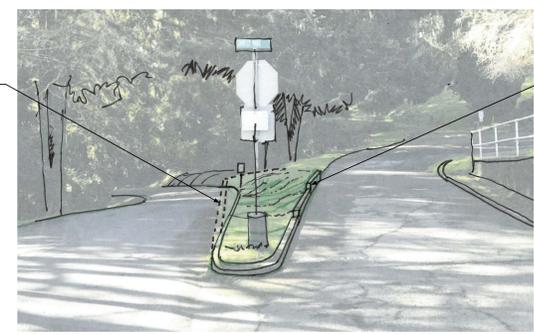
option A

Concept A - Elevated view at entry



Concept B - Elevated view at entry

Lower existing wall for clear sight of oncoming uphill traffic



Replace curb with wall to retain landscape slope

Exit/Entry Sketch

Concept Images



TRAIL IMPROVEMENTS



WILDFLOWER MEADOW



FORMAL HEDGEROW



PATIO TERRACE



TRAILHEAD KIOSK



SWINGSET



EDUCATION



PLANT LABELS



SEATWALLS



HILLTOP ACCESS



PATH AROUND LAWN



SHIVELY HALL ACCESS



SHIVELY PARK

CONCEPT SUPPORT

Open House #2  
April 2017





## **MEMORANDUM**

**DATE:** APRIL 23, 2017

**TO:** MAYOR AND CITY COUNCIL

**FROM:** BRETT ESTES, CITY MANAGER

**SUBJECT:** ACCEPTANCE OF VETERANS' AND WAR MEMORIAL GRANT

### **DISCUSSION**

The Veterans' and War Memorials Grant Program was created and established by the Oregon Parks and Recreation Department to provide funding assistance to local governments for the construction and restoration of veterans' and war memorials. The program helps to honor Oregon's soldiers and veterans by commemorating their service to the country.

The Parks Department, the American Legion Clatsop Post 12, Clatsop Community College's Historic Preservation Program, and the Community Development Department collaborated and were successful in obtaining a Veterans' and War Memorial Grant from the State Historic Preservation Office to renovate the Doughboy Monument's interior, exterior, lighting system, and plumbing. Portions of the work will be carried out through workshops organized by the Historic Preservation Program to offer educational opportunities to its students. Plumbing, electrical, and work addressing leaks in the structure's roof will be completed by local contractors.

The total cost for renovation work is estimated at \$23,605 and the grant awarded is \$12,625. The Community Development Department has offered to match \$3,000 in Astor West Urban Renewal Area funds that is being contributed toward this project as part of the larger Uniontown Reborn initiative. This partnership dovetails with other key public investments that are planned for Uniontown, including façade grants for residential and commercial properties, a new streetscape design for W. Marine Drive, Maritime Memorial expansion, and the reopening of two-way traffic on Bond Street. A companion request is also included on the agenda for the Astoria Development Commission to consider.

The Historic Preservation Program is providing \$6,480 in in-kind labor through workshops it will host on various components of the project. The Parks Department's oversight and management of the entire project will be provided through an in-kind contribution valued at \$1,500.

**RECOMMENDATION**

It is recommended that the City Council accept the Veterans' and War Memorial Grant and authorize staff to sign the award agreement.

Submitted By:   
Angela Cosby  
Director of Parks & Recreation