



City of Fairview  
Parks and Recreation Advisory Committee  
Meeting Minutes  
November 20, 2014

**PRESENT:**

Steven Marker, Chair  
Brian Grattan, Vice Chair  
Garth Everhart  
Steve Kaufman (arrived late ~ 5:37 PM)  
Jeff Arnold (arrived late ~ 5:37 PM)  
Kate McLaughlin  
Council President Lisa Barton Mullins

**STAFF:**

Allan Berry, Public Works Director  
Sarale Hickson, Development Analyst

**1. CALL TO ORDER**

Chair Marker called the meeting to order at 5:35 PM.

**2. ROLL CALL**

Chair Marker called roll. Committee Members Arnold and Kaufman were not present for roll call.

**3. REVIEW AND ADOPT MINUTES**

Committee Member Everhart moved to approve the August 28, 2014 minutes with corrections and Chair Marker seconded. The motion passed unanimously.

AYES: 6  
NOES: 0  
ABSTAINED: 0

Committee Member Everhart moved to approve the September 25, 2014 with corrections and Committee Member Arnold seconded. The motion passed unanimously.

AYES: 6  
NOES: 0  
ABSTAINED: 0

**4. DISCUSSION ITEMS NOT ON THE AGENDA (Public to be heard)**

None.

**5. COMMITTEE CHAIR REPORT TO COUNCIL**

Chair Marker requested clarification as to what should be included in the report and requested committee members send him items they would like included. Council President Barton Mullins replied a summary of what PRAC has accomplished and what they have planned. Committee Member Everhart proposed using the format from the March 2014 report; identifying progress for work plan items, and items not included in the work plan i.e. Fairview Woods, and offered assistance in writing the report. Committee Member Kaufman agreed with Committee Member

Everhart's proposal. Development Analyst Hickson clarified the report to Council is scheduled for December 3, 2014.

Chair Marker inquired about the progress at Fairview Woods Park with the goats. Committee Member Kaufman answered the work is completed and the park clearing looks good.

## **6. STAFF UPDATE**

### **a. Fairview Woods Park**

Director Berry reported the trail widening, tree trimming, and goat work is complete. The next phase is to schedule an inmate crew to remove the remaining "thicker" blackberry stems, meet with Fairview Oaks & Woods management to discuss formal trail access from the apartment property, and get quotes for the plantings.

Chair Marker inquired if Council plans to meet with the neighborhood when the work is completed. Director Berry replied he does not know if there will be a formal meeting, but he has been in frequent contact, following-up with the neighbors as the project has progressed.

Vice Chair Grattan asked if the trees being trimmed meant they had been topped and inquired about signage. Director Berry answered some were topped, trimmed, and/or limbed; what was needed for safety. Signage will be installed at the end, and will include map and interpretative signs.

Committee Member Everhart proposed a naming program with school children. If trails were named and signed, could easily identify what trail when reporting crime.

Committee Member Kaufman recommended redirecting the light at the trailhead to illuminate the trailhead signage and inquired when the garbage can and doggy bags would be returned. Director Berry will look into.

Committee Member Everhart reported the Salish Pond trail lights, after the Alex Brown Bridge towards the school, don't operate all the time. Director Berry will investigate.

### **b. Park Cleone**

Development Analyst Hickson reported all the major work is completed. The stormwater facility is working great. Staff is working with the contractor to complete the planting phase according to contract specifications. Signage still needs to be completed. Park is being heavily used. The project contractor, Dirt & Aggregate, did an excellent job. Their keeping the park facilities open as much as possible during construction was appreciated.

Committee Member Everhart asked what percentage of the Park Cleone project is complete. Director Berry replied 95% is complete.

## **7. LAKESHORE RECOMMENDATIONS**

Committee Member Everhart presented a *Lakeshore Plan of Action (Exhibit A)* outlining steps to move the plan and project forward with a tentative completion date of summer 2015. The action plan includes public outreach and review of a draft plan, PRAC revisions to the draft plan based on public comment, and forwarding a plan to Council for consideration.

Director Berry commented staff is ready to move forward with sending out a park survey. Propose using the prior survey (*Exhibit B*) before the park was built, or very similar to, in order to measure the differences or similarities between then and now.

Committee Member Everhart noted after Park Cleone planning, he thought they had decided to follow the amenities identified in the city's master plan for neighborhood parks that fit with the park, instead of a survey. Some items included in the Park Cleone concept were indicative of a community park, which resulted in parking issues. PRAC is mindful of this and wants to avoid recreating a similar situation by educating people about what amenities fit in a neighborhood park. Committee Everhart inquired if all the amenities on the survey fit the neighborhood park criteria.

Director Berry replied the proposed survey is the same survey sent to all the residents last time. Staff recommends this, because there is an established base line to measure the changes and differences.

Committee Member Everhart reiterated if the amenities meet the criteria for a neighborhood park. Development Analyst Hickson answered yes the listed items fit with a neighborhood park. Exhibit B is the survey sent out years prior before the park was built. She would recommend small changes i.e. removing the small parking lot question. Committee Member Everhart noted the survey may not be appropriate – already have a park – this asks do you want a park.

Director Berry commented Council authorized this mailer to the whole community. Committee Everhart inquired if staff discloses PRAC's recommendations to Council when requesting these types of approval. Director Berry replied it was PRAC who made the request to Council, not staff. Committee Member Everhart commented the request was for a mailer, not a survey. Development Analyst Hickson remarked the request to Council by PRAC was for a survey. Committee Member Everhart replied PRAC discussed it and the request for a survey was supposed to be changed to a mailer.

Chair Marker agreed some of the questions were not applicable. Director Berry reiterated this is the original survey, some changes will be needed. The idea is to keep it similar so the responses (changes) can be measured. Staff is ready to proceed with sending out the survey; city website, utility bill mailer, etc. Chair Marker asked who should come up with the questions; staff or PRAC. Director Berry replied it is up to PRAC.

Committee Member Kaufman commented this "original" survey is a starting point. Development Analyst Hickson replied yes. Staff also reviewed the Heslin House survey to determine why it was so successful in getting responses than other surveys. It had five direct, clear, short answer questions. The Lakeshore survey can easily be edited to mimic this format. Vice Chair Grattan remarked the survey could be edited and mailed as described in the *Action Plan*.

Committee Member Everhart proposed editing the "original" survey by listing the Lakeshore Priority List - Capital items for number 2 and having responders identify importance i.e. scale of 1 to 5, and removing number 3 and 4.

Vice Chair Grattan moved to adopt the *Lakeshore Plan of Action* and have the discussion for the questionnaire/mailer be scheduled for PRAC's December meeting, with the survey being distributed in January and Committee Member Everhart seconded. The motion passed unanimously.

AYES: 6

NOES: 0

ABSTAINED: 0

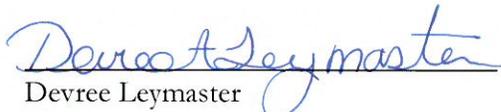
Director Berry clarified PRAC will make a recommendation to Council to send the survey out in January. Development Hickson clarified the recommendation will be made at the December 3 Council meeting. Vice Chair Grattan replied yes.

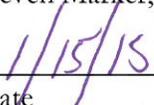
**8. DECEMBER MEETING AGENDA**

Next meeting is December 18, 2014. Agenda items include the Lakeshore Park Survey and Springwater Parks and Community District Concept (SPCDC) Proclamation. Discussed inviting the SPCDC presenter, Ms. Sherick, to attend the December meeting; Committee agreed to not have her attend. Committee discussed and agreed Pelfrey Park should be listed on the January 2015 agenda. Committee Everhart requested an aerial map of Pelfrey Park be forwarded to the Committee prior to the January meeting.

**9. ADJOURNMENT**

Chair Marker moved to adjourn the meeting and Vice Chair Grattan seconded. The motion passed unanimously. The meeting adjourned at 7:18 PM.

  
Devree Leymaster  
City Recorder

  
Steven Marker, Chair  
  
Date

A complete recording of this meeting is available by contacting the City of Fairview Administration Office,  
1300 NE Village Street, Fairview, Oregon 97024 • 503.665.7929

## Lakeshore Park Plan of Action

November Discussion about Lakeshore Park:

1-Recommend to Council that it advance funds necessary to create preliminary plan that incorporates the proposed 8/2013 Exhibit improvements recommended by PRAC and incorporated in the 10/2013 Lakeshore Park update. (Action proposed by Council in December 2014) *Exh. A.*

2-Recommend the following course of action for City Council consideration:

i- a small portion of \$300,000 set aside in 2014/15 budget for Lakeshore Park be released in December 2014 for draft plan based on recommended capital/maintenance improvements for Lakeshore Park. Plan to be drafted and provided to PRAC by its January 2015 meeting.

ii-PRAC to review and edit draft plan during January 2015 meeting.

iii-Upon approval of draft plan, edited as necessary by PRAC, a public meeting notice be sent to the residents surrounding Lakeshore Park. Public meeting notice to include PRAC February meeting date along with the following information:

- Definition of a Neighborhood Park taken from City's Park Master Plan;
- List of Neighborhood Park attributes and intended users and activities within a Neighborhood park; and;
- List of proposed improvements incorporated in draft plan.

iv-Mailer to be mailed to residents within the area described as extending south from Interlachen to NE Fairview Lake Way and lying between NE 223rd westward to the residents along NE Fairview Lake Way at the west end of Fairview Lake

3-After conclusion of public hearing, PRAC to recommend revisions to Lakeshore improvement plan as determined by Committee. February 2015.

4-When plan is revised, PRAC to review and recommend plan to City Council for adoption and funding. March 2015

5-Council to direct Staff to act when Council has made a decision on the matter.

## PRAC LAKESHORE RECOMMENDATIONS:

### EXHIBIT A

#### A. Lakeshore Priority List:

##### **Capital:**

- playground structure at east end
- benches around the park
- swings at east end
- garbage cans
- picnic tables at west area on wood chips
- gazebo (small) at west end
- doggie pots
- education signage along the preserve area for plants and animals like at Salish ponds
- A low fence be placed around the playground equipment area for child safety since the park is near the lake.

##### **Maintenance:**

- Clear out blackberry bushes along the lake *at the north and west sides of the park.*
- Limb up some of the trees along the lake *at the north and west sides of the park.*
- replant native plantings that have been choked by the blackberries
- remove select invasive trees/shrubs along the lake
- Correct park hours sign as needed.
- Relocate geo-cache to a more prominent location instead of being in the bushes by the dock.
- 911 *and safety* signage near the lake because of the City dock

*(somehow, a map showing the location of the park needs to be included)*

## Fairview Lake Park Survey

We need your help! Please take a few minutes to answer the questions in this survey. Your responses will help the City of Fairview as it plans the new park located at the southeastern end of Fairview Lake so that it can be designed to serve all of us.

1. Do you use the site now for recreation?

Yes    No

(if yes, please describe how you use the site)

2. What kinds of improvements would you like to see at the park?

- Play equipment
- Walking paths
- Benches
- Open lawn area
- Shrub/flower beds
- Interpretive signs
- Restoration areas (with native plants)
- Picnic tables
- Canoe launch
- Other (please describe)

*(need more space for "other" responses)*

3. Do you think a small parking lot should be built in the park?

Yes    No

4. Do you have any concerns about developing the site as a park?

Yes    No

If yes, please describe your concerns, along with any ideas of how to deal with them.

4. Once the park is developed, how do you think you would use it? Describe in the space below.

5. Are there any children under 18 in your household?

Yes    No

(if yes, please describe how many and what their ages are)

Number: \_\_\_\_\_

Ages: \_\_\_\_\_

*(not so much space needed here)*

5. What other ideas do you have for the park? Please tell us about them in the space below.

**Thank you for completing the survey.**  
**Please fold it over, put a first-class stamp on it, and mail it back to the City of Fairview. You can also drop it off at the City offices at 444 Maple St.**

*If you have any questions about the project, please call Bill Cunningham at ...*