

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
July 28, 2016 - 7:00 pm

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

Minutes of May 26, 2016

V. PUBLIC APPEARANCES

VI. REGULAR AGENDA

- A. Public Meeting Laws – City Attorney Martha Rice & City Manager Gary Milliman
- B. Azalea Park - Lundeen Road Tree Planting Plan
- C. Azalea Park - Caretakers Residence
- D. Jubilee Statue - Stanhurst Memorial Medallion

VII. INFORMATION UPDATES/DISCUSSION ITEMS

- A. OPRD RTP Grant - Azalea Park Ball Field Reconfiguration Project - Phase Two
- B. Frontage Road Landscape Maintenance Contract

VIII. COMMISSIONER REPORTS/COMMENTS

IX. ADJOURNMENT

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
May 26, 2016

CALL TO ORDER

Chair Tom Bozack called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Trace Kather, Don Vilelle, Patt Brown, Jay Trost and Chair Tom Bozack

Also present: Parks/Tech Services Supervisor Tony Baron

Introduction of new Parks & Rec Commissioner Jay Trost

APPROVAL OF MINUTES

A. Correct March 24, 2016 minutes to read "Motion made to approve the minutes of January 28, 2016." Motion made by Commissioner Brown to approve the minutes of March 24, 2016 with noted correction; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES - None

REGULAR AGENDA

B. Azalea Park – Tree Management Plan - Tony Baron discussed establishing a committee made up of members from City staff, Parks & Rec Commission, City Councilors, Azalea Park Foundation and the public at large to evaluate existing trees as well as develop a short and long term plan for mitigation and removal of trees. **Motion made by Commissioner Brown to establish a committee to develop a plan for tree removal; motion seconded by Commissioner Vilelle.** Discussion pursued, clarified that committee would be developing a plan for trees in City parks. Commissioner Brown advised she has seen online discussion not in support of the removal of trees on Lundeen Lane and Tony advised that the removal of trees on Lundeen has already been approved due to imminent hazard. He is hoping with the formation of this committee to engage and educate the community on tree health and safety and to develop a plan to decide which trees need to be removed and budget accordingly. Tony to develop a work plan and establish a grading system for trees. **Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Jubilee Statue Proposal** – Steven Pomerleau, 760 Old County Road, Brookings spoke to request permission to install a memorial plaque to his stepfather, Robert H. Stanhurst, a long time resident and lily grower in the area at the families expense. Tony advised he will research if guidelines exist and contact Azalea Park Foundation. Item tabled until next meeting for further discussion and possible creation of guidelines.
- B. Azalea Park Tree Removal – Lundeen Road** - Tony advised that tree removal is scheduled in mid June and expects many people to be upset and complain. Public notice has been made and it has been on the Park & Rec agenda for public discussion. No public appeared tonite to discuss.
- C. OPRD RTP Grant** - Tony advised receipt of a \$10,000 RTP grant award for a \$17,000 project to extend the nature trail in Azalea Park and make it a full loop; work to begin summer 2017.

- D. West Family Foundation Grant – Kidtown Swing Replacement** - Tony advised receipt of a \$5,000 West Family Grant award which will go towards swing replacement at Kidtown. Also planning to have the design architect access and evaluate the structure for more replacement components.
- E. Azalea Park Ball Field Reconfiguration Project** – Tony advised Phase I of the project is progressing is very well, with the concession/restroom building to be operational by mid July.

COMMISSIONER REPORTS/COMMENTS

Commissioner Vilelle questioned if the Salmon Run Golf Course is now overseen by the Park & Rec Commission. Tony advised that it could possibly come to that. Also he had been questioned as to if the City uses reclaimed water in the Parks for irrigation. Tony advised we do not. Wondered if area near Bankus fountain is to be reseeded as weeds have filled it in, Tony said yes it could be and wondered if Don is willing to do the watering as no sprinklers reach there; Don agreed to water area. Don was curious if Tony had found where the Parks & Rec Commission had approved the caretakers residence in Azalea Park, as he could not find it in any minutes where they had. Tony will research and see if it was approved by Parks & Rec or City Council.

Commissioner Brown advised she was by the dog park and saw many people and dogs using the park.

ADJOURNMENT

Next meeting scheduled for July 28, 2016. With no further business before the Commission, the meeting adjourned at 7:50 pm.

Respectfully submitted,

Tom Bozack, Chair
(Approved at July 28, 2016 meeting)

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: July 28, 2016

Gary Milliman

(submitted by)

Originating Dept: Parks

L.L. Sneek

PW/DS Director Approval

Subject: Briefing on Open Meeting Regulations

City Attorney Martha Rice will provide a briefing for the City Council concerning State open meetings regulations

Recommended Motion: None

Financial Impact: None

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: July 28, 2016

Originating Dept: Parks



Signature (submitted by)


PW/DS Director Approval

Subject: Lundeen Road Tree Planting Plan

Motion: Recommend to City Council the use of timber proceeds to plant new trees and shrubs along Lundeen Road.

Financial Impact: Based on an estimate from Flora Pacifica, new trees will cost \$5,549 installed. In addition, Western Pacific Tree Service estimates the cost to grind the stumps at \$5,500. New shrubs and irrigation round out the project estimate at \$1,800 bringing the total project cost to \$12,849. The City received revenue from South Coast Lumber Company for the 37 trees removed in the amount of \$14,567.92 leaving a balance of \$1718.92 for additional amenities.

Background/Discussion: Coos Curry Electric Cooperative (CCEC) submitted a letter of request to the City to authorize the removal of 37 large fir trees that endanger electrical transmission lines along Lundeen Lane. During a Winter storm a large fir tree nearly fell over onto the Azalea Park Foundations tool shed in the north parking lot near Kidtown. Fortunately the fallen tree was hung up in the surrounding trees. This incident prompted CCEC to evaluate the remaining trees and assess the risk they pose to high transmission lines to the north across Lundeen Road.

The Parks and Recreation Commission considered this matter at the May 2015 meeting and voted unanimously to recommend to the City Council to remove the trees citing safety concerns.

In August of 2015 the City Council approved the removal of the trees along Lundeen Road in Azalea Park. This project was completed in June of 2016. The proposed plan is to replant the area with deciduous trees and shrubs that offer a variety of color, some of which will echo the character of the trees on the north side of Lundeen Road. In addition, staff is planning to extend a multi-use path in 2017 through the area as an extension of the existing multi-use path along the south side of the park. The trail project will be funded in part from a Recreation Trails Program (RTP) grant through Oregon Parks and Recreation.

Attachments:

- a. Flora Pacifica Estimate
- b. Tree Planting Plan

Flora Pacifica

PROPOSAL

Landscape & Design Division

P.O. Box 1104
Brookings, OR 97415
(541)469-9741
Location: 15447 Ocean View Dr.
LCB Lic #9324

Client: City of Brookings/Anthony Baron, Services Supervisor
Address: 898 Elk Drive, Brookings, Brookings
Phone: (541) 4691159

Type of Contract Landscape/ Tree Installation

Scope of Work

Project will have 3 Phases and be accomplished by area.

Area "A"

2 1.5 inch Caliper **Prunus "Thunder Cloud"**
Planting Compost and Root Stimulator

Material cost for project: \$502.00
Labor \$200.00
Total Project Cost: **\$702.00**

Area "B"

2 3" Caliper **Acer Rubrum** Large Trees
2 3/4" Caliper **Malus "Honey Crisp"**
3 1.5 inch Caliper **Prunus "Thundercloud"**
Planting Compost and Root Stimulator

Material cost for project: **\$2,864.00**
Labor \$1,200.00
Total Project Cost: **4064.00**

\$ 5,549 Total

Area "B" costs due not include shipping of the two large trees

Area "C"

4 1.5 inch **Prunus "Thundercloud"**
Planting Compost and Root Stimulator

Material cost for project: \$533.00
Labor \$250.00
Total Project Cost: **\$783.00**

Approved _____ Date _____

Landscape Manager: _____ Date: _____
James L. Amador LCP

All work carries a 1 year warranty from completion of installation on all parts and labor.



Tree Planting Plan
 Azalea Park - Lundeen Rd.

CITY OF BROOKINGS

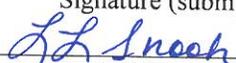
PARKS & RECREATION COMMISSION

AGENDA REPORT

Meeting Date: July 28, 2016

Originating Dept: Parks



Signature (submitted by)


PW/DS Director Approval

Subject: Azalea Park Caretaker

Motion: recommend to City Council the construction of an RV site in Azalea Park for a future onsite caretaker

Financial Impact: The cost to build an RV site is estimated at \$6,500 and budgeted as a capital improvement project for this fiscal year 2016-17. The project includes provisions for a water, sewer and electrical connection, two paved parking spaces and a paved RV pad. Stipulations will be in place that the RV will be not more than 10 years old and have attributes complimentary to the surrounding area. Storage associated with the RV pad will be contained within an approved accessory structure placed adjacent to the RV Pad. A solid waste dumpster will be placed on site for the use of the Caretaker as well as the collection of park trash.

Background/Discussion: Discussion of a caretakers residence in Azalea Park near the Capella and band shell began as early as 2008 when the Capella was under construction. The purpose of a caretaker is to have a presence in the park for security and various park related duties. Such duties could include greeting visitors to the park, providing backup support to Capella staffing, clean and open and close restrooms as needed, as well as provide onsite support for events and the summer concerts in the park. A caretakers residence was included in the Parks Master Plan update of 2011 as a low priority capital improvement project but has moved up this list given the number of capital improvement projects completed.

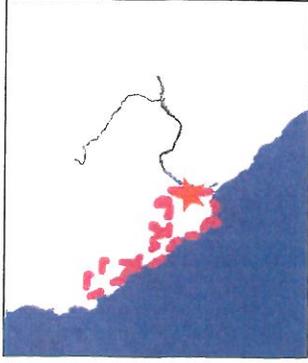
In January of 2013, council discussed the subject of a caretakers residence at a workshop and staff estimated the cost of constructing the residence to be approximately \$94,000. This included the cost to place a "Park Model" on site and connect to existing utilities at the band shell restroom concession building. The matter was brought n front of the Parks and Recreation Commission during the January 2013 meeting and feedback at that time was that it was too expensive and directed staff to upgrade security camera equipment in lieu of an expensive caretaker residence.

Given the cost to construct a residence on site, other options were explored such as an onsite RV space for a temporary or seasonal caretaker. At that time, RV's used as caretaker residence were not permitted in Public Open Space. At the Planning Commission Meeting of September 2015, the Commission adopted the final ORDER and Finding of Fact document in the approval of staff request for a conditional use permit to place an RV onsite in Azalea Park as a caretakers residence. The approval will expire September 1, 2017, unless the permitted activity is being regularly conducted on the premises.

Attachments:

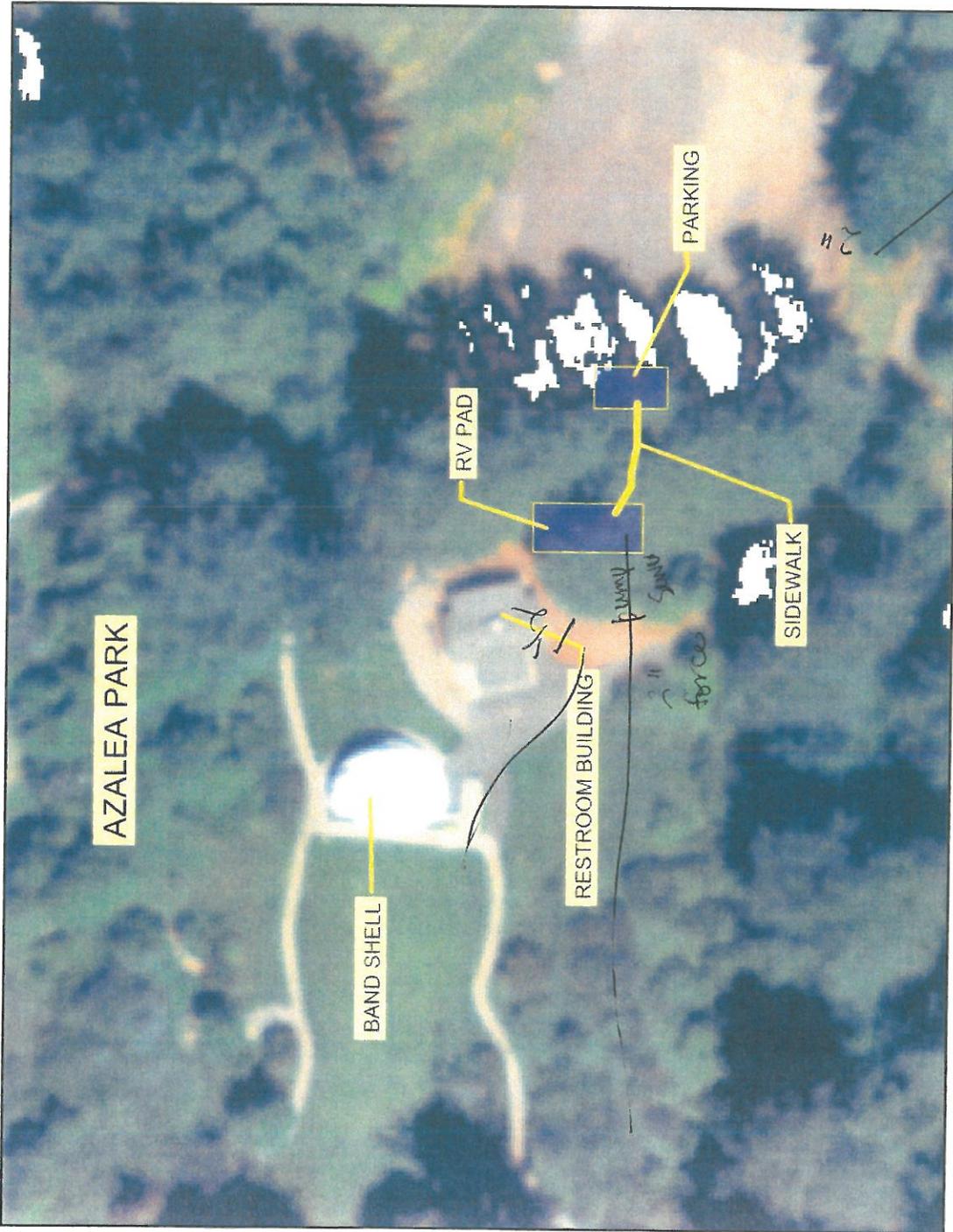
- a. RV site area map
- b. Conditional Use Permit (CUP-4-15)

Azalea Park - Caretaker



- Legend**
- RIVERS
 - ROADS
 - URBAN GROWTH BOUNDARY
 - OCEAN

Scale: 1:881



Map center: 42° 3' 27.0" N, 124° 16' 24.5" W

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

BEFORE THE PLANNING COMMISSION
CITY OF BROOKINGS, COUNTY OF CURRY
STATE OF OREGON

**In the matter of Planning Commission File No.) Final ORDER
CUP-4-15; an application for approval of a) and Findings of
Conditional Use Permit to use a recreational) Fact
vehicle for living quarters for a caretaker;
Owner, City of Brookings.**

ORDER Approving an application for a Conditional Use Permit to authorize a recreational vehicle to be used for living quarters for a caretaker at Azalea Park, 640 Old County Road; Assessor's Map 41-13-05B, Tax Lot 1500; zoned Public Open Space. (R-1-6).

WHEREAS:

1. The Planning Commission duly accepted the application filed in accordance with the Brookings Municipal Code, pursuant to Section 17.40.040(C), Public Open Space; Chapter 17.136, Conditional Use Permits; and
2. Such application is required to show evidence that all of the above criteria have been met; and
3. The Brookings Planning Commission duly considered the above described application on the agenda of its regularly scheduled public hearing on September 1, 2015; and
5. At the public meeting on said conditional use permit application, evidence and testimony was presented by the Applicant's Agent and recommendations were received from and presented by staff in the form of a Staff Agenda Report, dated August 21, 2015 and oral presentation of same; and
6. At the conclusion of the public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Planning Commission, upon a motion duly seconded, accepted the Staff Agenda Report and **APPROVED** the request for the subject conditional use permit and directed staff to prepare a Final Order and Findings of Fact to that affect.

THEREFORE, LET IT BE HEREBY ORDERED that the application for the conditional use permit on the subject property is **APPROVED**. This approval is supported by the following findings and conclusions:

CRITERIA, FINDINGS, AND CONCLUSIONS

17.136.050 Conditional Use Permit

The following is staff's analysis of the proposed conditional use permit in relation to the criteria cited above.

Criterion 1, Adequate size and shape.

The subject property is approximately 22 acres in size. The landscaped area proposed for siting the RV is located between the gravel overflow parking lot and a paved service road. The area is east of the Capella and the restroom/concession building and is not developed for specific park activities. The caretaker will access the site from the gravel parking lot to the east. The applicant states in findings that it is anticipated that one or two vehicles will access the site daily for this use; the parking spaces needed to accommodate the caretaker's vehicle will be located in the gravel parking area but will be paved. The property has adequate area to site the RV and parking spaces needed to accommodate the proposed use. Criterion 1 is met.

Criterion 2, Relation of streets.

The caretaker will access the subject property from North Bank Cheto River Road, a paved two-lane street, by a paved two-lane driveway. This driveway serves as access to the gravel parking lot that provides for overflow parking. The driveway is adequate to accommodate the minimal additional traffic generated by the proposed use. Criterion 2 is met.

Criterion 3, Neighborhood impact.

The impact on the surrounding neighborhood is a concern with conditional use permit requests. In this case, due to the proposed location of the RV and the configuration of the parking lot, adjacent properties will be buffered by vegetation from the activity of the caretaker. As the applicant states in the findings, the purpose of the caretaker is to curb negative activity by reducing the vandalism and miss use of the park thereby improving the park. Therefore the use may result in an improvement to the neighborhood. Criterion 3 is met.

Criterion 4, Historic, scenic or cultural attributes.

There are no listed historic, scenic or cultural attributes on or in the vicinity of the subject property other than the natural quality of the area. Criterion 4 is met.

Criterion 5, Comprehensive Plan.

The Comprehensive Plan designation for this property is "public open space". The proposal is to site a RV to be used as a caretaker living quarters as an accessory use in the park. This is a conditional use in the Public Open Space zone. Criterion 5 is met.

BMC 17.40.040(C) RV for caretaker living quarters

The following conditional uses may be permitted subject to a conditional use permit:

C. The use of a recreational vehicle (RV) for a caretaker, night watchman or park host residence in compliance with criteria below:

1. RV must be parked on a dust-free, asphaltic or concrete surface or other materials approved by the site plan committee.
2. Adequacy of sewer, water, and storm drainage must be reviewed and approved by the city.
3. RV must be sited in compliance with property line setbacks pursuant to BMC 17.40.050.

4. All storage must be entirely within an enclosed accessory structure except for items such as outdoor furniture.

5. Applicant shall subscribe to a scheduled waste collection service and provide garbage receptacles on the property.

6. Caretaker residences shall be limited to one per discrete parcel, unless otherwise approved by the planning commission.

The above regulations are made Conditions of Approval.

CONDITIONS OF APPROVAL

The Conditions of Approval are attached to and hereby made a part of this Final Order.

Dated this 1st day of September, 2015.



Loren Rings, Acting Chairperson

ATTEST:

Donna Colby-Hanks
Donna Colby-Hanks, Planning Manager

CONDITIONS OF APPROVAL
CUP-4-15
City of Brookings, Azalea Park
Recreational vehicle (RV) for caretaker

1. Approval of this conditional use permit will expire two years from approval, unless the applicant has established the use. The Planning Commission may extend the permit for an additional one-year period at the request of the Applicant.
2. The conditions stated herein are mandatory and must be completed. Failure to comply with any condition will result in the review and possible revocation of your permit pursuant to BMC 17.136.110, Violation of Conditions. Violations may result in the loss of your conditional use permit.
3. The RV must be parked on a dust-free, asphaltic or concrete surface or other materials approved by the site plan committee.
4. Adequacy of sewer, water and storm drainage must be reviewed and approved by the city.
5. RV must be sited in compliance with property line setbacks pursuant to BMC 17.40.050.
6. All storage must be entirely within an enclosed accessory structure except for items such as outdoor furniture.
7. The applicant shall subscribe to a scheduled waste collection service and provide garbage receptacles on the property.
8. The caretaker must comply with all fire rules of Azalea Park. Since barbecues are allowed in the park, the caretaker may use either a propane or briquette type barbecue.

CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: July 28, 2016

Originating Dept: Parks



Signature (submitted by)


PW/DS Director Approval

Subject: Stanhurst Memorial Plaque

Motion: to approve the placement of a memorial plaque on the Jubilee Statue in the Formal Gardens at Azalea Park, in honor of Robert Stanhurst.

Background/Discussion: The family of Robert Stanhurst made a formal request at the May 2016 Parks and Recreation Meeting to allow them to honor Robert with a plaque on the Jubilee Statue. See attached letter of request

Financial Impact: None

Attachments:

a. letter of request

Anthony, We as the family of Robert H. Stanhurst a life long resident of the Smith River - Brookings area, would like to make a request that we buy and have installed a memorial plaque at the volunteer sculptor at Azalea Park to honor Bob. Bob was a 1939 graduate of BHHS. A 1939 Azalea King, a WWII vet. Bob grew Eastern Lilies for about 60 years in Brookings - Smith River area. Bob was active in many civic organizations, and always gave back to the community

Thank you
Bob's Family

Steven Pomerleau
7601d Co Rd
Brookings, OR

since
1960

