

MINUTES
Park System Master Plan Advisory Committee
Meeting #1
Newport City Hall Council Chambers
June 20, 2018

Committee Members Present: Ryan Bancroft, Bob Berman, Beatriz Botello, Nicole Fields, Tomas Follett, Chuck Forinash, Al Gilhuly, Julia Howell, Tim Kaufman, Bryn McCornack, Jason Nehmer, Preson Phillips, Mark Saelens, Jody Stecher, Nancy Steinberg, and Veronica Willemin.

City Staff Present: Community Development Director (CDD), Derrick Tokos; Associate Planner, Rachel Cotton; Parks and Recreation Director, Jim Protiva; and Executive Assistant, Sherri Marineau.

Consultants Present: Matt Hastie, and Jennifer D'Avanzo.

1. **Call to Order & Roll Call.** Cotton called the meeting to order at 4:04 p.m.
2. **Welcome and Introductions.**
3. **Committee Business.** Hastie reviewed the agenda with the Advisory Committee (AC) noting the first meeting would get the AC up to speed on the planning process.
 - 3A. **Committee Chartering.** Hastie reviewed the committee charter covering the AC's role and meeting ground rules. He noted that the AC was an advisory group and ultimately the City Council (CC) would be making the final decisions. Protiva asked at what point did the AC let recommendations go if they couldn't get consensus. Hastie said he would be working with the group to get an agreement for recommendations. If the AC couldn't come to a total agreement, they could take a vote with two thirds of the vote carrying.
 - 3B. **Project Objectives, Work Plan and Schedule.** Hastie asked for input on the AC's thoughts on the time of day to hold meetings. The AC was in general agreement that holding them from 4 to 6 p.m worked. Hastie asked the AC what days of the week the AC had conflicts. Fields had a conflict with the second Wednesday of the month. Willemin and Nehmer had conflicts with Thursdays. McCornack had conflicts with Tuesdays. Hastie confirmed that the AC would hold meetings on Wednesdays from 4 to 6 p.m.

Hastie reviewed the three phases of the scope of work and the overall project approach with the AC. He noted that the consultants took a tour of the city with Cotton to get information about and exposure to its parks and recreation facilities. Berman asked if they would include facilities that were not owned by the city. Hastie said yes, and would include state, county and federal properties, schools, and beaches that were not just city owned. Protiva asked about parks outside of the Urban Growth Boundary. Hastie said they might identify them in some form but wouldn't be identifying improvements for them. Gilhuly asked if the consultants would have a good handle on what was achievable financially. Hastie said this analysis would not be part of the initial phases of the project, but would be included as a major piece of the Capital Improvement Component. He noted ECONorthwest was the financial consulting firm being used for the project, and they would be analyzing what resources the city has and potential funding sources. Steinberg asked if the Rec Center was included in the analysis. Hastie said yes, and it also included trails and open space.

Hastie reported that the consultants would be doing an assessment of access to parks. There would be a series of open houses for community members which would include an online equivalent. Hastie continued to review the phases for the scope of work. Berman asked if draft work products would immediately be shared with the AC for their feedback before they reconvened as an AC. Hastie said it was a good idea and didn't have a problem doing this. Cotton said they would be strategic to not overwhelm the AC with too much data. She noted that there would be time at the meetings to suggest revisions. Hastie asked the AC to submit ideas and edits to Cotton in advance of meetings.

Hastie reviewed Phase 3 and the consultants' steps for drafting a Park System Master Plan (PSMP). He noted that the AC wouldn't get into the finite details for the parks for things such as fonts on signage and design of benches. He said that the consultants would be heavily involved in generating a draft plan but City staff would lead on the adoption process.

3C. Community Engagement. Hastie reviewed the outreach strategy in concert with the schedule. The consultants wanted to identify underserved groups and how better to identify them. He noted the key messages in the Community Engagement Plan were what they would be telling people about as part of the planning process. Hastie said they thought the project should be done in March but there might be a chance it could be extended into April. Saelens said if the AC wasn't meeting until August, not a lot of progress would happen and felt it seemed like there needed to be a July meeting. Hastie said the initial work for July was to finish up things they had already started, get more information on the website, and give the consultants an opportunity to go out and talk to the city groups. The consultants needed a certain amount of time to get things done in advance of the meeting and was why there wouldn't be meeting until August. Hastie said there would be some form of online engagement to get comments and talk to groups about projects. Cotton said the consultants wanted to be able to show something at the meetings and they were trying to strike a balance. If the AC needed to meet between certain milestones, there was flexibility. She invited the AC to talk to City groups about the plan. McCornack asked when the materials would be available to hand out to the community. Cotton said there would be something to hand out after the August meeting. Hastie said there were some initial materials such as the schedule, what they wanted to achieve, and comment forms to get out to public. If the AC wanted to go out and get initial feedback from the community, he encouraged this. Willemin encouraged the consultants to get these materials out sooner than later.

Fields asked if survey and outreach materials would be available in English and Spanish. Hastie said they planned to translate any announcements for upcoming meetings and any surveys or questionnaires they would do into Spanish. He said they hadn't talked about translating larger documents. Stecher asked what the plan was to reach the Hispanic community moving forward. Cotton said they had worked with Centro de Ayuda on other projects in the past and would continue to do so. She said she found it generally took someone from within a particular community to spread the word. Botello noted that a lot of Latinos went to the Lincoln County Fair that happened the first week of July and it would be a good time to do outreach. Hastie encouraged the AC to attend events in the community such as the fair and farmers market to engage the community. Cotton noted the Spanish language Latin Corner radio show on KYAQ was generous about sharing information about city projects and she was in contact with them.

Protiva said the tourist population was underrepresented in the engagement strategy and encouraged outreach to them. Hastie said they had talked internally about how to connect with tourists. He thought talking to hotel managers should be done as well. D'Avanzo suggested having surveys at hotels. McCornack said it looked like stakeholder responses would be a significant part of the level of service of analysis. After this, there would be a statement generated that articulated the community's goals for recreation facilities. McCornack asked how this would work. Hastie said the level of service was less about asking people questions and more about doing a quantitative assessment of what services were available in the community. It was not based on stakeholder interviews but more data driven analysis. The statement of community goals would be broad and the consultants would send the AC an example of what they were talking about. Nehmer asked if there would be a form given to the AC for giving feedback or if they should email their ideas to Cotton. Hastie said a listserv of the AC's responses was hard to manage and asked the AC to steer clear of replying all. He suggested Cotton be a conduit for the group and asked them to let her know their ideas, then the consultants would come back to the AC with a summary. Berman asked that an updated roster of AC members with email addresses be given to the group. Cotton would do this.

Gilhuly asked if the scope of work had anything to do with state parks. Hastie said when they were doing inventorying, state parks were part of that. He felt this plan might be a good opportunity to partner with state parks.

Cotton noted that the community engagement strategy was a living document and asked the AC to tell her if they knew of additional people to reach out to. Hastie said a list of community events was included and was a good thing to have as part of the document. Cotton asked the AC to share out links to the surveys to their contacts for those who couldn't come to the open houses or outreach meetings.

3D. Stakeholder Interviews Status Report. Hastie noted the list of interviewees and questionnaires. The interviews would be wrapped up in a couple of weeks and the consultants would provide feedback on them by sending a summary of them to the AC. Botello asked if Centro de Ayuda was on the interview list. Cotton would add them along with the Port of Newport to the stakeholder list. Hastie said the consultants' meeting summary would focus on recommendations and ideas and wouldn't be a transcript. Cotton reported that all public meetings were recorded and put on the website. Berman suggested talking to the County Commissioners.

3E. Committee Goals and Vision. Hastie asked each of the AC to give their input on the three words or phrases that would describe a vision and goals for the park system to meet the needs of the community. The AC stated the

following things were important to them as far as the needs of the community: well maintained, improved RR, well connected trails, different levels of trails, multi-use trails, mountain biking, fitness components, plan for usage and future, additional properties, maintain level of service, safety to prevent injuries for families, usable multiuse facilities shelters in parks, signage in other languages, more sports fields, more beautiful, dog parks, accessible, beach access improvements, connectivity of bike trails and sidewalks for family safety, outdoor sand volleyball facility, safe climbing wall for kids, exploratory, accessibility for older community, ADA accessibility, volunteer opportunities, sustainable, equitable, wilderness trails, construction engineering for durability, playing fields, mountain bike trails, climate appropriate, equitably distributed geographically, forest park management plan, trail construction, system master plan that fosters diversity, signage, supporting features at facilities, access to the bay, revenue generation, and a strategy for acquisitions.

A discussion ensued regarding to the AC's thoughts on what safety meant for them. Hastie reminded the AC that cities had to think in terms of liabilities when thinking of parks and usages. Berman asked how prioritization would be handled for recommendations. Hastie said when they were at the point of identifying improvements there would be a discussion about priority. That would translate into phasing.

4. **Public Comment.** None present.

5. **Next Steps.** Hastie said interviews would continue and the consultants would be visiting the skate park and South Beach the following day. He said they would take the results of the goals and vision brainstorming exercise and have a preliminary draft as well as a draft level of analysis for the AC to review before taking it to the community. They would also be putting together a schedule of meetings for the AC.

6. **Adjournment.** Having no further business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Sherri Marineau
Executive Assistant