



# PARB

Milwaukie Park and Recreation Board, 10722 SE Main Street, Milwaukie, OR 97222

Chair: Bob Cooper

Vice Chair: Lisa Gunion-Rinker

Members: Ray Harris; Lisa Lashbrook; Lynn Sharp; Tony Andersen;

Staff Liaison: Mitch Nieman

NCPRD Liaison: Jeroen Kok

## **AGENDA**: March 31, 2015 | 7:30 - 9:00 a.m. | Milwaukie City Hall

1. Welcome & Introductions (Bob) 7:30 a.m.
2. Review & Approve February 2015 Minutes (All) 7:35 a.m.
3. PARB Reappointment(s)/Appointment Update (Mitch) 7:40 a.m.
4. Vote on PARB Officer Roles (Mitch) 7:45 a.m.
5. Friends of Elk Rock Island/Spring Park (Mitch) 7:45 a.m.
6. NDA Visits - Update (Chair) 7:50 a.m.
7. NCPRD/City Update (Jeroen /Mitch) 7:55 a.m.
  - a. Kellogg Bike/Pedestrian Bridge (Mitch)
  - b. Riverfront Park Construction Update and Grand Opening (Mitch)
  - c. NCPRD Master Plan (Jeroen)
  - d. Four Parks Master Planning (Jeroen)
8. Discussion of Four Neighborhood Parks (Lisa G.) 8:20 a.m.
9. Tree City USA Subcommittee Report (Lynn) 8:40 a.m.
10. Joint City Council/PARB Meeting (Mitch) 8:50 a.m.
11. Member News / Reports 8:55 a.m.
12. Adjourn 9:00 a.m.

*City of Milwaukie*  
**Milwaukie Park and Recreation Board (PARB)**  
**MEETING MINUTES**  
**City Hall Conference Room**  
**January 27, 2015**

**Members Present:** Bob Cooper (Chair), Lisa Lashbrook, Ray Harris, Tony Andersen, and Lynn Sharp (via phone)  
**Absent:** Lisa Gunion-Rinker (Vice Chair) and Jeroen Kok (NCPRD Strategic Planning, Development and Resource Manager)  
**Staff/Visitors:** Mitch Nieman (City staff liaison), Kenny Hill (City staff)

Welcome and Introductions

**Chair Cooper** began the introductions; everyone introduced themselves.

Review & Approve January 2015 Minutes

**Mr. Nieman** asked if the members had any comments and if they were ready to approve the minutes from the January 27<sup>th</sup> meeting.

**Member Harris** said that he did not receive a copy of the minutes, and therefore could not comment on them. He'd like to have a chance to see them in the future.

**Mr. Nieman** apologized and said he could send them to Member Harris and will make sure everyone gets a chance to see them going forward. He posts them online, but can also send via email if anyone wishes.

All members agreed it would be nice to have reminder emails about meetings, with the packet of information ahead of time and notes about who is scheduled to attend.

**Member Andersen** moved to approve the minutes, with a second by **Member Lashbrook**. Motion passed unanimously.

PARB Interview Schedules

**Mr. Nieman** discussed the interview process for positions on PARB. There will be two new applicants to interview and four people who are reapplying for their positions.

**Member Lashbrook** asked if there are any vacancies on PARB that are not filled currently.

**Mr. Nieman** replied that there are no vacancies; every position is filled. However, Chair Cooper is termed out. He explained the process that PARB will decide on a Chair, and then the two applicants will go for the vacant spot.

**Mr. Nieman** explained that the recommendations will be taken to Council on March 17<sup>th</sup>. He added that also on this date there will be recognitions for all long-standing board members who are terming out.

Friends of Elk Rock Island/Spring Park

**Mr. Nieman** said that Carol Fuller, Island Station Resident, wanted to revive the Friends of Elk Rock Island/Spring Park initiative that existed in the past to support and promote the history of that area. He explained that she was going to make an appearance at PARB, do some networking, put up notices,

etc. to get the word out.

**Chair Cooper** agreed that it would be great to have her visit.

**Mr. Nieman** mentioned that Councilor Gamba had gone out to hike on Elk Rock Island last weekend, and hauled back three bags of trash. Mr. Nieman then reached out to Ms. Fuller and she agreed that this was even more reason to stimulate the Friends initiative.

The members agreed that since summer was coming, more and more people and trash will exist.

**Mr. Nieman** said Ms. Fuller was open to input or suggestions from PARB members to help this effort.

**Member Lashbrook** wondered that since it is being revived, how long ago the Friends program existed.

**Mr. Nieman** said he was not sure, but that they had multiple events coming up, such as planting events and foot patrolling in April.

**Member Sharp** asked if there were any partnerships with SOLVE.

**Mr. Nieman** explained that the City would work with SOLVE during Earth Day events this year, and was hoping to reach out to the areas such as Elk Rock in the south. It would just be a matter of volunteer teams.

The group agreed SOLVE is great to work with.

#### NDA Visits

**Chair Cooper** recalled that Mr. Butler was working on the packet of information for the PARB members to use for the upcoming visits to the NDAs.

**Mr. Nieman** was unaware of this and asked to be filled in so he could help get it done.

**Member Lashbrook** explained what they were looking for: a cohesive message to give out about the four parks, Riverfront Park, and Friends of Trees/Tree City USA. The members were hoping for a one-pager to hand out.

**Chair Cooper** suggested adding an update about the Parks Commission, since it was likely to come up again.

**Member Lashbrook** said she is not available to go to her previously assigned NDA meeting.

**Mr. Nieman** said that after the one-pager is created, he could send them over with the Staff Liaison so the PARB members don't have to transport them.

**Member Sharp** asked if there was time for PARB to review a draft of the document.

**Mr. Nieman** confirmed he would get a draft sent to PARB members by the 3<sup>rd</sup>, have responses received by the 5<sup>th</sup>, and then print the final version by the 6<sup>th</sup>.

**Mr. Nieman** discussed the upcoming March NDA dates, and the members discussed which NDA meeting they would attend.

The Board decided on the following NDA meeting assignments:

- Hector Campbell, 3/9 at 6:30pm: Member Andersen
- Historic Milwaukie, 3/9 at 6:30pm: Member Sharp
- Lake Road, 3/11 at 6:30pm: Chair Cooper
- Lewelling, 3/11 at 7:00pm: Member Lashbrook
- Linwood, 3/12 at 7:00pm: Member Sharp
- Ardenwald, 3/23 at 6:30pm: Vice Chair Gunion-Rinker
- Island Station, 3/18 at 6:30pm: Vice Chair Gunion-Rinker

(PARB made Vice Chair Gunion-Rinker's assignments, and will email her to confirm and/or change)

#### PARB Officer Roles

**Chair Cooper** explained that since he was terming out, PARB will have to decide who will fill the Chair role, and the Vice Chair role, if Vice Chair Gunion-Rinker will want to stay Vice Chair, move up to Chair, or etc.

**Mr. Nieman** added that at the next PARB meeting they would be able to take a vote because they would have the new appointment from Council. He said he could add voting to next meeting's agenda.

#### NCPRD/City Update:

**Mr. Nieman** provided an update on the following items:

- Four Parks Master Planning
  - **Mr. Nieman** said that Mr. Kok reported that NCPRD staff was finalizing the master plan documents and drawings. They were also working on submitting the application materials for the master plan review process.
- Kellogg Bike/Pedestrian Bridge
  - The City Council approved funding to construct the approaches for the bridge.
- Riverfront Park
  - Construction was coming along well. The City has not received the permit from ODOT yet, but the contractor is prepping so it will be ready when they get the permit. Recently the floating dock was installed and the boat launch completed.
  - Plantings were looking good, with City Staff person Julian Lawrence, Landscape Maintenance Technician, planting with high school students and teaching them about Stormwater. The joint effort was such a success that Kellogg also took the idea and was partnering with the high school.
  - The utility were relocated, and the existing poles would be removed sometime next week by PGE. The restroom facility was being built offsite and would be delivered soon.
  - There were different ideas for an official Grand Opening date. There was an idea for May 1<sup>st</sup> because that would allow plenty of notice for dignitaries to plan to attend, and that date would also be the First Friday event downtown, which could coincide nicely. However, the Marine Board wants the park open no later than April 1<sup>st</sup> because of Chinook season. **Mr. Nieman** concluded by summing up that it was looking like May 1<sup>st</sup> will be the opening, but they were not ruling out April 1<sup>st</sup>. The board discussed the different dates, and agreed it was hard to keep the public from using the park before the official opening since people are excited about it. **Mr. Nieman** added that he created a Riverfront Task Force Facebook page, and would post updates and photos of the progress.
  - **Member Sharp** asked about the Councilors talking to the Legislature to put pressure on ODOT to re-do the Kellogg Creek Bridge. **Mr. Nieman** said Councilor Gamba and Councilor Power were going down with him on Thursday to Salem and they might ask. He added that there is confusion about who officially owns the dam, bridge, and fish ladder.

- NCPRD Master Plan
  - **Mr. Nieman** congratulated **Member Andersen** on his recent appointment to the Advisory Board for the Parks District. He added that Mr. Kok reported that the District Advisory Board (DAB) and the Parks District approved an approach that called for edits to the draft district master plan that would adjust expectations to be in line with the current financial situation of the district, and adjust the district CIP plan. Mr. Nieman said staff from the Parks District and City Staff would work together as it moves forward.

#### Tree City USA Status

**Member Sharp** reported no further progress on Tree City USA status since the last PARB meeting. She would need to work with **Mr. Hill** and NCPRD and was hopeful to meet in March, maybe have the subcommittee meet the 17<sup>th</sup>.

**Member Sharp** added that Mr. Butler had been providing staff communications by sending out agendas and etc. to members of the Subcommittee and City Council, she asked if **Mr. Nieman** could provide this as well.

**Mr. Nieman** said he could provide this, and said he would send out a Doodle Poll so Subcommittee members could send back their availabilities to meet.

#### Next Meeting

**Chair Cooper** interjected that for the next PARB meeting on March 24<sup>th</sup> he would be out of town with his family on Spring Break. The members discussed different, and decided on the 31<sup>st</sup> of March to be the next PARB meeting.

#### Joint City Council/PARB Meeting

**Mr. Nieman** explained that every year City Council meets with all the Boards, Commissions, and Committees, and this year PARB was scheduled for July. He will keep the members updated as it gets closer.

#### Member News/Reports

**Member Lashbrook** wanted to add visuals to the NDA meeting materials. The members agreed visuals would positively add to the information. **Mr. Nieman** will ask Mr. Kok for final concept photos.

**Member Andersen** asked if there would be any potential problems with people seeing the photos and thinking they did not have any input into the design.

The group agreed that there were plenty of opportunities for people to get involved, but would be good to see people passionate and caring about the parks.

Adjournment - A motion to adjourn was made by **Member Harris**, with a second by **Member Lashbrook**; Motion passed unanimously. Meeting Adjourned at 8:15am.

Action Item: From now on, **Mr. Nieman** will send email blasts to the PARB members with the link to the upcoming agenda, and asking if anyone cannot attend.





## FOUR NEIGHBORHOOD PARKS

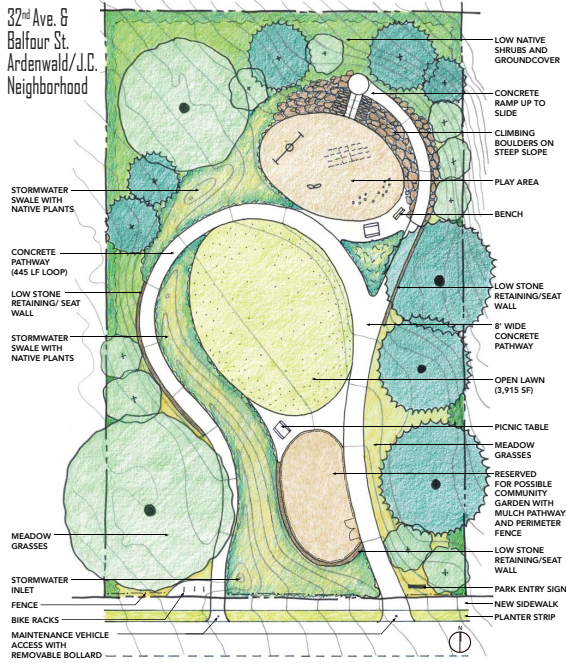
North Clackamas Parks & Recreation District (NCPRD) and the City of Milwaukie are partnering to develop Master Plans for three Neighborhood Parks: **Balfour**, **Bowman/Brae**, **Robert Kronberg Park**, and to develop 30% construction plans and specifications for **Wichita Park**.

On Jan. 14, 2015 the NCPRD endorsed the three **final draft master plans** and recommended that staff enter into the next steps of the City's planning review and approval process.

### BALFOUR PARK

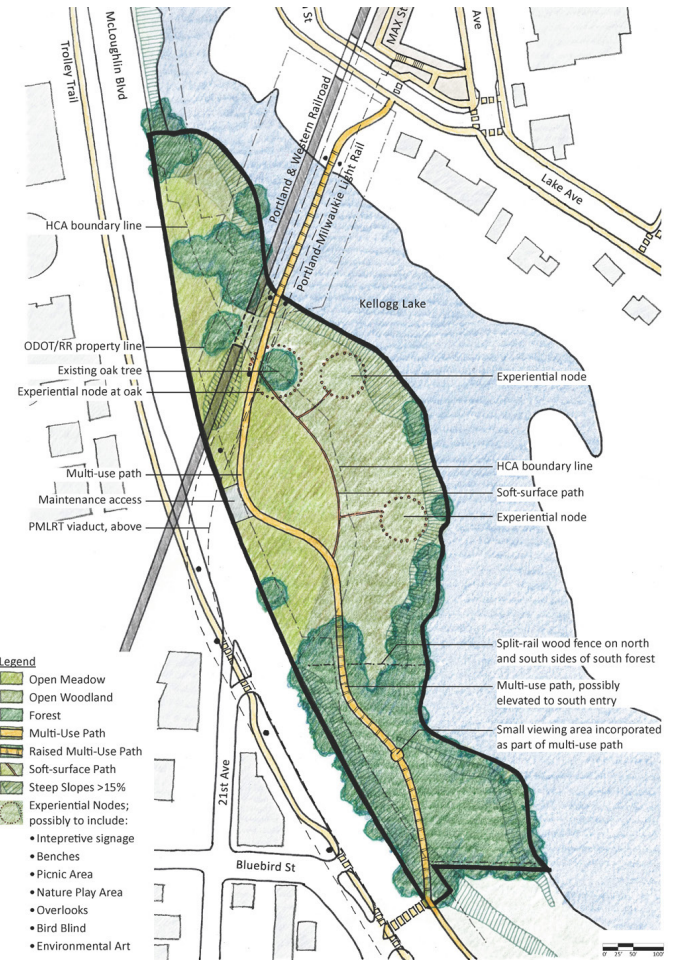
32<sup>nd</sup> Ave. & Balfour St.  
Ardenwald/J.C. Neighborhood

REFINED CONCEPT



### KRONBERG PARK

REFINED CONCEPT



### BOWMAN-BRAE PARK

REFINED CONCEPT

Lake Road Neighborhood



### WICHITA PARK

MASTER PLAN

Monroe St. & 59<sup>th</sup> Ave.  
Linwood Neighborhood



More information on reverse



## TREE CITY USA

Milwaukie's Parks & Recreation Board is recommending the City gain *Tree City USA* status by:

1. Establishing a tree board/committee. This will initially be the PARB and possibly eventually a separate board. The current and future boards should include interested citizens, and other professional tree experts. This board will be supported by the City of Milwaukie public works and other department personnel with appropriate expertise.
2. Reviewing and modifying (as appropriate) the current *City Tree Ordinance* as it applies to public lands to conform to Tree City USA requirements.
3. Preparing a budget request for consideration by City Council to meet Tree City USA requirements. This will also require an analysis of current budget expenditures that are consistent with Tree City USA requirements.
4. Planning an *Arbor Day Celebration*.

The Park and Recreation Board also recommends the City review and revise the City's current street tree list to include more native species, as appropriate.



## MILWAUKIE RIVERFRONT PARK

Phase II of Milwaukie Riverfront Park is nearing completion and the emphasis returns to finding funding for the remaining elements of the Milwaukie Riverfront Park Plan. The park on Milwaukie Bay is expected to attract not only local citizens but visitors who are seeking riverfront fun, recreation and activities of all kinds. With an easily accessible location, ample parking and special riverfront amenities, the new park will become a favored destination for people throughout the region and a center of civic life.

Remaining elements include:

- An open air *Amphitheater*, a new performance venue for cultural arts events with seating for 250.
- An attractive, multi-use *Main Plaza* for festivals and public gatherings for up to 1,500. This open space will be accented by a pavilion and cascading fountain.
- A state-of-the-art *Children's Playground* designed for toddlers to twelve year-olds.





# NORTH CLACKAMAS PARKS & RECREATION DISTRICT

Administration

150 Beaver Creek Rd.  
Oregon City, OR 97045  
503.742.4348 phone 503.742.4349 fax  
ncprd.com

DATE: Tuesday, March 31, 2015  
TO: Milwaukie Parks Advisory Board  
FROM: Jeroen Kok, NCPRD  
Katie Dunham, NCPRD Senior Planner  
RE: Trolley Trail Intertwine Regional Trails Signage Update

---

North Clackamas Parks and Recreation District (NCPRD) has partnered with the Intertwine, Metro, Clackamas County, and the cities of Milwaukie and Gladstone and is working with a consultant, David Evans and Associates, to plan, design, build, and install wayfinding signage along the Trolley Trail.

The wayfinding signs are designed within The Intertwine Regional Trails Signage Plan, which was completed by Metro in June, 2012, with participation by a stakeholder group of 17 people representing 13 different jurisdictional partners within the Portland Metropolitan area, including NCPRD. The goal of the plan was to provide a manual in response to requests from the public for better uniformity and consistency of signage along regional trails. With the guidelines, park and transportation agencies can provide regional trail users an attractive, consistent sign system. The City of Tigard and Tualatin Hills Parks and Recreation District (THPRD) have already installed signs, at their own cost, on the Fanno Creek Trail, Rock Creek Trail, and other trails within their jurisdictions. Metro applied for and received a grant to implement signs on three regional trails; the Trolley Trail (NCPRD, Gladstone, Milwaukie, and Clackamas County), Fanno Creek Trail (City of Tigard), and Rock Creek Trail (City of Hillsboro). NCPRD has committed \$5,000 to share in the cost of the \$292,000 (three-trail) project.

The project team has completed a first draft of the signs, which are scheduled to be installed this summer along the entire length of the Trolley Trail. An example of the Off-Street Trail signs is attached to this memo. The Trolley Trail Signage plan currently includes approximately 114 signs along nearly 7 miles of trail. Staff is working to identify sign content and sign locations that will complement existing signs, direct trail users who may be unfamiliar with the area to help them navigate and explore, and also provide directional information to important destinations, including NCPRD parks and facilities, and trail and bikeway connections within and between Gladstone and Milwaukie. NCPRD is using the Milwaukie Bicycle Wayfinding Signage Plan and working with City of Milwaukie staff to identify destinations to be shown on wayfinding signage within the City. We are reaching out to community groups for assistance in reviewing additional locally important destinations (i.e., schools, library, parks, downtown centers and other important public facilities). Installation will be completed by the NCPRD Maintenance team and Clackamas County Transportation Department this summer. Please contact Katie Dunham at [KDunham@clackamas.us](mailto:KDunham@clackamas.us) or 503-742-4358 if you have questions regarding this project.

NCPRD will present the proposed draft signage program at the following meetings:

---

Clackamas County Pedestrian/Bikeway Advisory Committee, 6:15-8 p.m., Tuesday, April 7, 2015, Development Services Building Room 301, 150 Beaver Creek Rd., Oregon City, OR 97045

MAP-IT Committee Meeting, 6:30 P.M.–8:30 P.M., April 7, 2015 at Oak Lodge Sanitary District, 14611 SE River Rd., Oak Grove, OR 97267

Oak Grove Community Council (CPO), 6:30–8:30 p.m., April 22, Oak Grove United Methodist Church, 14700 Se Rupert Dr., Oak Grove, OR.

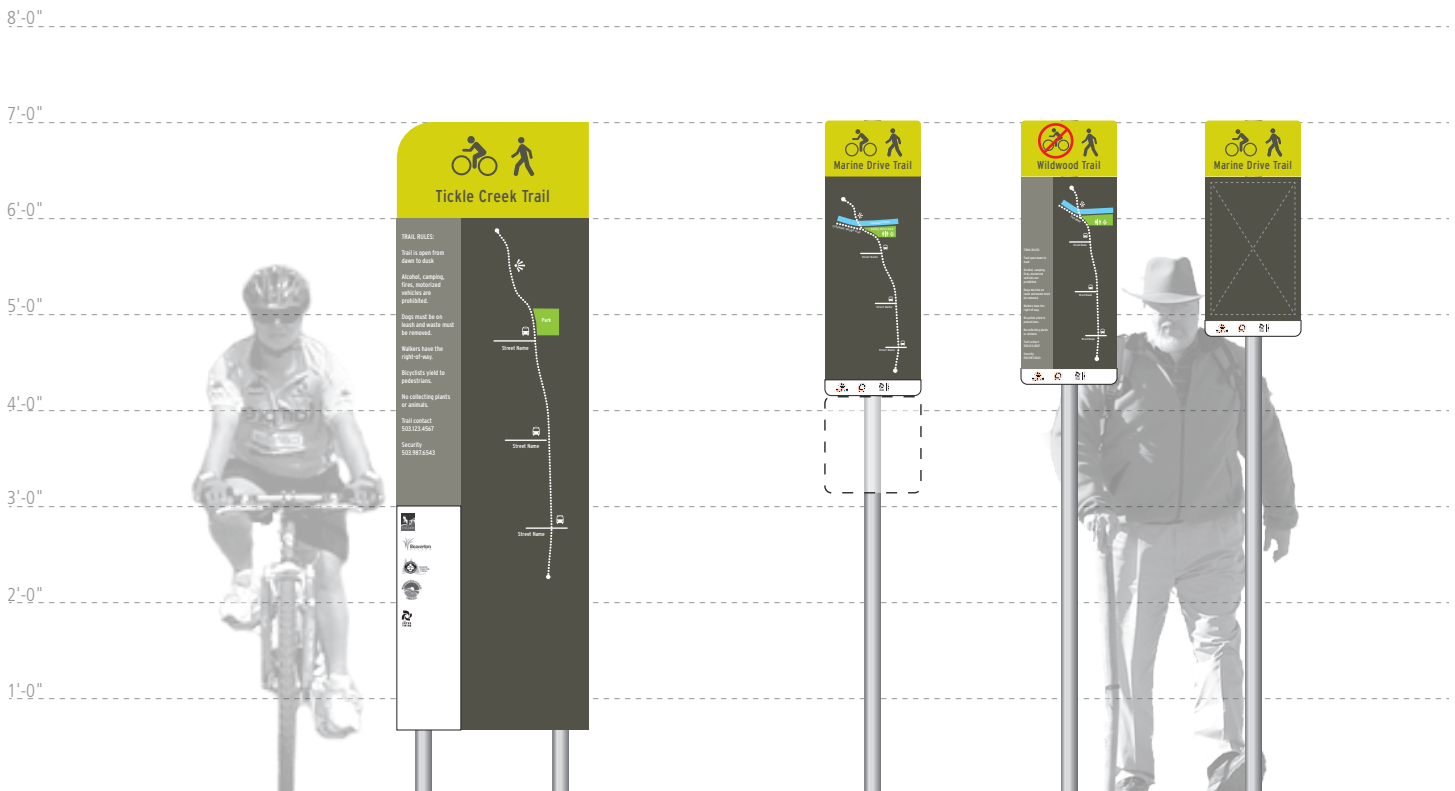


## 2.02 Sign Family

Off-Street Trail Signs

THE INTERTWINE: Regional Trails Signage Guidelines  
May 17, 2012

### Off-Street Trail Signs



#### SIGN TYPE A: Trailhead

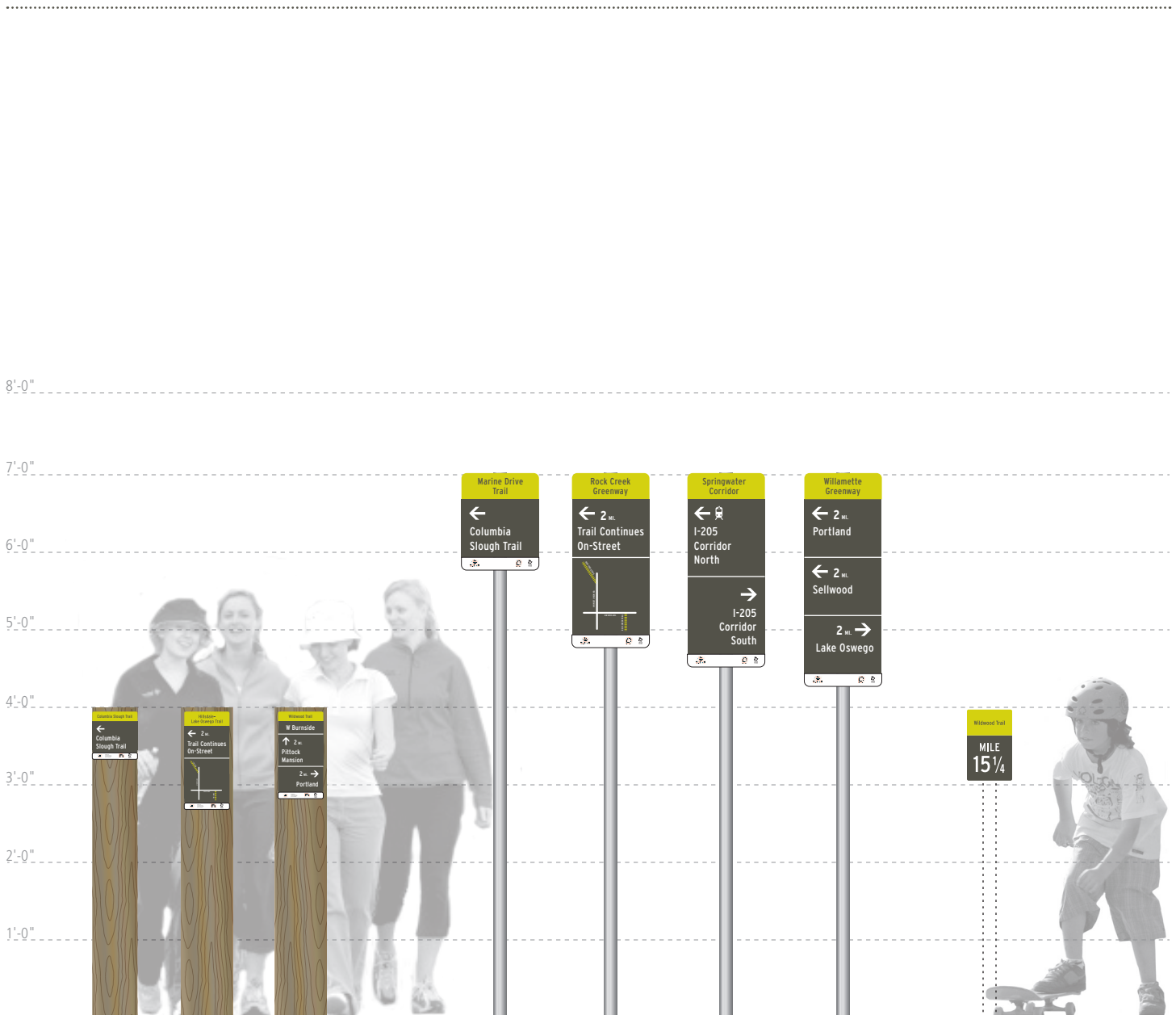
Trailhead Signs are located at major trail access points which are distinguished by vehicle parking, restrooms, staging areas or other features. This sign type includes a map of the entire trail and the surrounding amenities as well as provides space for jurisdiction/partner logos and trail regulations. This sign type is compatible with The Intertwine Branding Signage.

Layouts on page 4.07  
Trail map guidelines on page 4.50

#### SIGN TYPE B: Trail Access

Trail Access signs are located at trail access points where the trail typically meets the street right of way. This sign type identifies the trail and mode of travel and may include a trail map, directions or other information.

Layouts on page 4.11  
Trail map guidelines on page 4.50



#### **SIGN TYPE C: Off-Street Pedestrian Directional**

This sign type is located along an off-street pedestrian-only regional trail to provide directional information.

Layouts on page 4.17

#### **SIGN TYPE D: Off-Street Multi-Use Directional**

This sign type is located along an off-street multi-use regional trail to provide directional information.

Layouts on page 4.23

#### **SIGN TYPE E: Mile Marker**

This sign type is located at 1/4 mile increments along a regional trail.

Layouts on page 4.29



# TREE CITY USA

---

Tree City USA/Urban Forestry Subcommittee, 10722 SE Main Street, Milwaukie, OR 97222

PARB Members: Lisa Gunion-Rinker; Lisa Lashbrook; Lynn Sharp; Tony Andersen;

Staff Liaison: Mitch Nieman

March 18, 2015 | 8:00 - 9:00 a.m. | Milwaukie City Hall

Members Present: Lashbrook, Sharp, Nieman

Members Absent: Gunion-Rinker, Andersen

## **MEETING NOTES**

Sharp distributed and reviewed the agenda and provided background on the Subcommittee's efforts to amend Chapter 16.32 of the City's Tree Cutting Municipal Code.

Lashbrook distributed a bulleted list of tasks that need to be fulfilled to host an Arbor Day Event in the City.

Sharp distributed a "Tree City USA Standard 3 Worksheet" and contact information for Paul Ries of the Oregon State Department of Forestry. Mr Ries is familiar with implementing Tree City USA programs in the State of Oregon. Also, Sharp distributed Tree City USA application resources and an Arbor Day Proclamation. Last, Sharp distributed an amended version of Chapter 16.32, which included language from a sample city tree ordinance from the Arbor Day Foundation.

Sharp notified Subcommittee Members that she scheduled a time to meet with Public Works Director Gary Parkin on March 24 at 7:15 a.m. to determine if the City's maintenance budget provides for a \$2 per capita benefit to achieve Tree City USA status.

Nieman offered to provide Urban Watershed Council Contact Information to Sharp.

The Subcommittee agreed to engage newly appointed PARB Member Erin Willett Holcomb to work on implementing a Heritage Tree Program.

Nieman offered to engage a city planner to assist with preparation of a draft tree ordinance.

Meeting was adjourned at 9:00 a.m.