

MEETING MINUTES

PROJECT NUMBER: 2150495.00 ISSUE DATE: March 8, 2017 (**Revised March 9, 2017**)

PROJECT NAME: Woodmont Park Master Plan

RECORDED BY: Brad Theurer, Project Manager

TO: FILE

PRESENT: Bruce Powers, Ivan Anderholm – City of Lake Oswego, Parks and Recreation
Rob Amsberry, Ed Brockman, Megan Big John – PAC
Scott Bullard, Heidi Schrimsher – PAC
Brad Theurer, Steven Tuttle, Andrew Schneider – Mackenzie

SUBJECT: Meeting Minutes #01 (March 2, 2017, 2:00 pm)

ACTION ITEMS

- 1.1 City (Ivan Anderholm and Bruce Powers) to provide a clear integration and direction of the deed restriction to Mackenzie and PAC by 3/15/17. This is needed to provide clear direction on what is and what is not allowed to take place related to design of Woodmont Park prior to our first Public Outreach meeting on March 20, 2017.
- 1.2 City (Bruce Powers) reached out to a City-approved Arborist prior to the PAC meeting for assistance in identifying the conditions of the existing tree on site. Mackenzie has requested that this information be provided to them by 3/15/17, allowing the design team to have a better understanding of the site prior to the first Public Outreach meeting.
- 1.3 City (Bruce Powers) to provide photos and background information on Mr. Donald W. Meyer to Mackenzie by 3/10/17.
- 1.4 Mackenzie (Brad Theurer and Andrew Schneider) to add a page to the presentation that focuses on the vision/spirit of the Deed by 3/17/17.
- 1.5 City (Bruce Powers) to provide 'Clicker' information to Mackenzie by 3/10/17.
- 1.6 Mackenzie (Brad Theurer and Andrew Schneider) to provide Bruce with an updated timeline by 3/3/17 that identifies future PAC meetings being moved to Wednesdays from 2 PM-4 PM. **(Completed 3/7/17)**
- 1.7 City (Rob Amsberry) to provide Mackenzie with existing as-built drawings by 3/10/17. **(Complete 3/7/17)**

UNRESOLVED ITEMS

None at this time.

RESOLVED ITEMS

1.6 Mackenzie (Brad Theurer and Andrew Schneider) on 3/3/17 provided City (Bruce Powers) with updated timeline via. Email. **Resolved.**

1.7 City (Bruce Powers and Rob Amsberry) on 03/3/17 provided Mackenzie with existing as-built drawings via Email. **Resolved.**

INFORMATION ITEMS

1. Introduction of PAC members, City management, and Design team.
2. Roles and Responsibilities:
 - A. PAC
 1. Advisory role that offers feedback to the City and Mackenzie.
 2. Review background documents and contributing information.
 3. Contribute to the vision, principles, and programming elements of the Master Plan.
 4. Represent your networks and constituencies, even when they may hold opinions other than your own.
 5. Help communicate to the broader community about the ongoing Master Planning process.
 6. Attend PAC meetings on a regular basis.
 7. Assist in public meetings by promoting positive involvement in the development of the Master Plan.
 - B. City Parks and Recreation and Mackenzie
 1. To review and synthesize input from stakeholders and public obtained throughout the public outreach process phase.
 2. To make final design decisions and direction of the Master Planning process based on information gathered throughout the public outreach and coordination efforts with the PAC, City Council and Planning Commission.
3. Rules of Engagement: Defining the Master Planning process.
 - A. A Master Plan is:
 1. A graphic plan used to better understand the existing conditions of the site and its opportunities and constraints.
 2. A guide to decision making.

3. A framework for more specific planning.
 4. A tool for education and communication.
 - B. A Master Plan is not:
 1. A set of construction documents.
4. Project Overview:
 - A. Review of Site Context
 1. Review of the site location relative to downtown, Tryon Creek State Natural Area, and other City amenities.
 - B. Review of Existing Conditions
 1. Reviewed panoramic photos of the site that focused on Atwater Tributary, NE wooded area and the existing Hawthorn tree stands in the SE.
 - C. Review of Deed
5. Project Status:
 - A. Review of Site Analysis Diagrams
 1. Review of Site – 1936 when the site was a patchwork of agricultural fields, orchards, and some forested areas to the NE. The park site was surrounded by farm fields and a few single-family residences. Atwater Tributary bisects the site running from west to east.
 2. Review of Site – 2015 based on Aerial and topographic survey. Woodmont Park site consists of 6.8-acres with approximately 5 of those acres being developable. The present character of the site consists of grasslands, wetlands and wooded areas. Atwater Tributary continues to bisect the site running from west to east, and the site continues to be primarily accessed by foot traffic.
 3. Review of Existing Vegetation – Identified multiple ecological systems and their diverse habitats that the site has and, with the correct mitigation, how this park site could support a broader range of wildlife.
 4. Review of Existing Topography – A general overview of the steepness of the site that averages below a 10 percent gradient--but in sections of the site, particularly in the NE and SW, can exceed 25 percent.
 5. Review of Existing On-Site Water – Review of the Atwater Tributary running west to east and the potential high water and wetland areas, as outlined by ESA (who is under contract with the City), for stream stabilization/restoration efforts to the west.
 6. Review of Existing Circulation – Vehicular and pedestrian access points and circulation onsite.
 7. Review of Existing utilities – Existing water and sanitary line locations.

8. Review of Constraints – Review of the sensitive riparian corridor along Atwater Tributary, of the existing tree stands and non-natives/invasive species throughout the park site, on the steep slope considerations, and the existing 30-foot Atwater right-of-way, and review of the lack of ability to grow the park site due to existing and future residential development constraints.
 9. Review of Opportunities – Review of view sheds, and mitigation areas to increase wildlife habitat, review of improving water quality on site and downstream, the open tree understory in the NE, and the potential to provide safer pedestrian/vehicular access to the site.
- B. Review of Timeline
1. Dates and times of upcoming public outreach design charrettes, PAC, City Council and Planning Commission Meetings throughout the Master Planning process.
 2. It was discussed that the second public outreach design charrette scheduled for May 22nd might be better attended if it was rescheduled to accommodate a planned neighborhood meeting. Bruce to follow up and provide any date revisions to Mackenzie to then be incorporated into the Timeline. This will be critical, as these public outreach meetings will be officially posted within their predetermined timeframe.
6. PAC Question and Input: Open discussion.
- A. Bruce and Brad requested the PAC to provide feedback related to the Site Analysis.
 - B. Invasive plant removal progress was discussed by Megan who provided some background information related to the City's continued efforts to remove invasive species from their lands. Scott and Heidi discussed the existing Hawthorn trees and other existing vegetation being non-natives and that the Deed outlined the protection of natives alone, and therefore these non-native invasive species should be allowed to be removed for the betterment of the project. Bruce followed up by letting the PAC know that he has sent a request to a City-approved Arborist to visit the site and determine the current conditions and species variety of the existing trees.
 - C. Heidi and Scott requested that the two (2) existing apple trees be protected, if possible. The potential for a small orchard was discussed. The City has existing gardens on other properties they own and manage that produce fruit trees.
 - D. Ivan reiterated the importance of being upfront with the public related to the deeds restrictions.
 - E. The PAC discussed that Mr. Donald W. Meyer loved watching kids explore and be full of wonder and those types of opportunities should be looked at.
 - F. The PAC discussed those present should become familiar with the City's Parks Plan 2025.
 - G. City as-built drawings contain sizes and onsite locations of existing storm water and culvert information.
 - H. The PAC and design team discussed that Natural Play was already occurring throughout the site. It was noted that there are multiple opportunities to incorporate Natural Play elements in a passive way, while maintaining the vision/spirit of the deed.

- I. The PAC consensus was that the City's existing hand-held 'clicker system' provides an immediate visual understanding of attendee's goals and direction, which is facilitated via PowerPoint. A select set of questions will be provided allowing participants to choose if they strongly agree, somewhat agree, or strongly disagree with each question presented. This information is then presented on the screen in a real-time response.
 - J. Steven requested from Heidi the planned Woodmont Park work day dates. Heidi informed the PAC date and times are as follows: March 12, 2017 from 1:00–3 PM, and again on April 9, 2017 from 1:00-3:00 PM.
 - K. Scott explained in his own words the importance of the Park to the neighborhood, and the lack of park space within this neighborhood which, per Scott's comments, is the second largest neighborhood within the City limits.
 - L. Ivan confirmed the official name, per the deed, is 'Woodmont Nature Park.' Mackenzie to update Site Analysis.
7. Next Steps:
- A. Charrette preparation to continue with City Parks and Recreation, Mackenzie and public outreach consultant, Nancy Hamilton Consulting.
 - B. Ivan confirmed full name of 'Woodmont Nature Park,' as identified in the deed, needs to be used on the presentation materials. Mackenzie to update graphic presentation.
 - C. City and PAC to look at alternative locations for the next two Public Outreach meetings, i.e., Adult Community Center (ACC) or at a local school. The next planned neighborhood meeting date and location is either May 5, 2017 or May 13, 2017; one of these might be appropriate for the second Public Outreach Meeting.
 - D. Public outreach Design Charrette #01 scheduled on March 20, 2017 (at 1500 Greentree Road, Lake Oswego, OR) from 6:00-8:00 PM.
 - E. PAC Meeting #2 scheduled for April 6, 2017 from 2:00-4:00 PM.

Every effort has been made to accurately record this meeting. If any errors or omissions are noted, please provide written response within five days of receipt.

- c: Present
Dina Balogh – City of Lake Oswego, Parks and Recreation