

AGENDA
CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION MEETING
Council Chamber - 898 Elk Drive
June 26, 2008 - 7:00 pm

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF MINUTES**
 - A. Minutes of May 22, 2008
- V. PUBLIC APPEARANCES**
- VI. REGULAR AGENDA**
 - A. Youth Legacy Program – Grant Opportunity
 - B. Azalea Park Master Plan
- VII. INFORMATION UPDATES/DISCUSSION ITEMS**
 - A. Scheduling of Annual Parks Tour
 - B. Lower Stout Park (Chair Benoit)
- VIII. COMMISSIONER REPORTS/COMMENTS**
- IX. ADJOURNMENT** (Next meeting July 24th, 7 pm)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
May 22, 2008

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Ken Barkema, Frances Hartmann, Tony Parrish, Don Vilelle, and Chair Michelle Benoit. *Absent:* Commissioner Patricia Brown
Others present: John Cowan, Public Works Director

APPROVAL OF MINUTES

- A. Correct spelling of Commissioner Hartmann's name under Commissioner Reports/Comments. **Motion made to approve the minutes of April 24, 2008 as corrected; motion seconded and Commission voted, the motion carried unanimously.**

PUBLIC APPEARANCES

- A. None

REGULAR AGENDA

- A. Youth Legacy Program – Grant Opportunity. Gary Milliman presented an overview of the statewide grant program which is geared toward permanent outdoor recreation projects involving youth. Ideas suggested - interpretive nature trail at Azalea Park, exercise trails at Chetco Point, interpretive trail signage at Chetco Point, a Lower Stout Park project, uniformed park signage installed by youth. Staff to research further and matter to be continued to June 26th Park and Recreation Commission meeting.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Stout Mountain Railway* – Commissioner Parrish. Railroad complete, Golden Spike ceremony scheduled for Azalea Festival weekend, May 24th at 2 pm.
B. *Lower Stout Park* – Commissioner Parrish. Working on a fountain design, trying to get engineering/planning/design/cost figured out.

COMMISSIONER REPORTS/COMMENTS

Next Azalea Park Foundation meeting scheduled for June 11th.

Commissioner Barkema advised that the KASPER program is coming together and getting lots of support.

John Cowan, Public Works Director advised there are six myrtle trees in Azalea Park and one at Ferry Creek Reservoir that have Sudden Oak Death and need to be removed and burned.

Commissioner Hartmann attended an Azalea Park Foundation work party and indicated that members of the Foundation are dwindling and may not be able to continue their future work in the park with the number of people they have. Suggested the idea to put up a donation box in Azalea Park towards park maintenance. She also indicated concern over youths in the park unsupervised.

Commissioner Parrish is concerned that the Mountain Ash trees recently planted in Stout Park will grow to a size that will shade the azaleas too much and block the ocean view. Trees provided were not what was agreed upon. Request that the trees be moved before they root and the trees that were agreed upon be provided.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:45 pm. Next meeting scheduled for June 26th.

Respectfully submitted,

Michelle Benoit, Chair

(approved at June 26, 2008 meeting)



DRAFT

Youth Legacy Park Application Forms



Applications must be mailed to:
Oregon Parks and Recreation Department
Youth Legacy Park Grants Program
Attention: Michele Scalise
725 Summer St. NE, Suite C
Salem OR 97301
E-Mail: michele.scalise@state.or.us
If you have any questions please call (503) 986-0708.

**YOUTH LEGACY PARK GRANT PROGRAM
APPLICATION CHECKLIST**

Name of Project Sponsor: _____ City of Brookings _____

Name of Project: _____ Azlaea Park Youth Legacy _____ Type of Project _____ Trail/Multipurpose Field _____

A complete application includes the application forms and attachments. Please indicate in the space at the left of each item, that it has been enclosed.

COMPLETED APPLICATION PACKET:

- ☒ Cover Letter
- ☒ Completed Application Checklist
- ☒ Application Forms - required pages have been filled out, including the date and signature of an authorized official. See Section 2 of Grants Manual
- ☒ Park Vicinity Maps (See Section 2.2 A)
- ☒ Park Boundary Map/Site Plan (See Section 2.2 B)
- ☐ Construction Drawings/Floor Plans (See Section 2.2 C) (Required only for eligible support facilities)
- ☐ State Natural Resource Agency Comments (See Section 2.2 D)
- ☐ Property Deed/Lease Agreement (See Section 2.2 E)
- ☐ Preliminary Title Report (See Section 2.2 F) (Required only for an Acquisition)
- ☐ Appraisal (See Section 2.2 G) (Required only for an Acquisition)
- ☒ Planning Department Certification (See Section 2.2 H)
- ☒ Resolution to Apply for Grant (See Section 2.2 I)

NUMBER OF COPIES TO SUBMIT:

Submit two (2) single-sided copies of complete application.

Submit 15 copies of maps, color documents and any document over (8 ½ x 11) in size.

Documents over 8 ½ x 11" must be folded to (8 ½ x 11) by the applicant.

No documents should be over 11" x 17".

DO NOT PUT APPLICATION PACKETS IN NOTEBOOKS OR FOLDERS. FASTEN IN UPPER LEFT HAND CORNER.

More Information:

The Youth Legacy Park grant program is a unique and one-time program. The intent is to provide as much flexibility as possible to the Project Sponsor so that they may develop a project capturing young people's attention and involvement with nature in Oregon's parks.

In general, the same principals that guide the Local Government Grant Program (LGGP) will guide the Youth Legacy Park grant program. Responsibilities by the Project Sponsor such as project grant agreements, inspections, billing processes, post completion responsibilities, etc., will be similar to the LGGP. The LGGP manual can be found at:

http://egov.oregon.gov/OPRD/GRANTS/local_more.shtml#materials

GRANT APPLICATION

YOUTH LEGACY PARK GRANT PROGRAM

1. PROJECT SPONSOR INFORMATION		Federal Tax ID#:	
Project Name: Azalea Park Youth Legacy		Project Sponsor: City of Brookings	
Contact Person Name: Gary Milliman			
Address: 898 Elk Drive Brookings, OR 97415		E-Mail Address: gmilliman@brookings.or.us	
Telephone No.: 541-469-1101		Fax No.: 541-469-3650	
2. PROJECT TYPE AND GRANT REQUEST			
Type of Project: <input checked="" type="checkbox"/> Development <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition			
Type of Applicant: <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Park & Rec District <input type="checkbox"/> Port <input type="checkbox"/> METRO			
Project Grant Request \$ 50,000			
Payments should be sent to address: City of Brookings		Address: 898 Elk Drive Brookings, OR 97415	
3. PROJECT DESCRIPTION: (Concise description of the work elements to be completed)			
Develop Sudden Oak Death Disease interpretive trail, reforest area treated for Sudden Oak Death, construct multipurpose sports/event field, parking improvements; youth education on forest practices, trail development.			
4. PROJECT SITE/LOCATION/OWNERSHIP:			
Site Name: Azalea Park		Size of Property: <u> </u> acres	
Location Information: USGS Quad <u> </u> : Township <u> </u> : Range <u> </u> : Section <u> </u>			
Owner: City of Brookings		US Congressional District: Oregon Legislative Districts: (H) <u> </u> (S) <u> </u>	
Site Description: Flat to sloping area of Azalea Park, open to forested			
City/Town: Brookings		County: Curry	
DRIVING INSTRUCTIONS:			
State Highway 101, turn left onto Constitution Way, left on Old County Road to South entrance of Azalea Park.			
5. Project Land is Controlled by: (attach documentation)			
<input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Lease <input type="checkbox"/> Easement <input type="checkbox"/> Other _____			

6. Youth Involvement: To what extent does the project increase young people's involvement in the outdoors, through planning, hands-on experience and development, and recreational opportunities?

Youth will be directly involved in planning and construction of the interpretive trail and reforestation of the area impacted by Sudden Oak Death disease eradication. Youth will learn about the disease, methods being employed to stem the spread of the disease, reforestation methods, public trail development methods and forest science.

Youth will be primary beneficiaries of the multipurpose field development, which will be available for soccer and other sports activities.

7. Needs and Planning: To what extent does the project improve or increase the outdoor recreation opportunities in the local community? Describe and explain the needs and benefits of the proposed project. What local or regional need does it meet and who will be the primary users of the project site? Describe any planning and public involvement efforts that led to the selection of the project, including citizen involvement through public workshops and public hearings, park board and local citizen advisory committees in the development of local park plans.

Project restores and improves walking/jogging trail at Azalea Park, which was destroyed/degraded during eradication of trees infected with Sudden Oak Death disease. Project includes reforestation of treated area and construction of multipurpose athletic field adjacent to forest area. City conducted public workshops in 2007 on Master Planning for Azalea Park, development of multipurpose field and trail improvements were among the outcomes from the park planning effort. City Park and Recreation Commission approved the Master Plan for park including these projects.

Azalea Park serves as a regional parks and recreation facility for Southern Curry County. It provides a mix of active and passive recreation activities/facilities including two softball fields, concert area with bandstand, children's play apparatus, heritage Azalea field, volleyball court, botanic garden and forest area. This project will address the regional need for a multipurpose field (soccer and outdoor events) and an interpretive trail explaining the impacts and treatment methods for Sudden Oak Death disease.

8. Partnerships: To what extent does the project involve partnerships with children's groups, other agencies, or entities? To what extent does the project involve donations or funding from other agencies, entities, or groups? Is funding from other agencies, entities, or groups assured?

Partnerships include:

- Oregon Department of Forestry and the Oregon State University Extension who will coordinate the interpretive trail development work and youth education.
- Brookings Harbor Youth Soccer who will organize the development of the multipurpose field and provide youth volunteers for trail development.
- Brookings Urban Renewal Agency will provide funding for water line installation.

Funding is assured.

9. Public Support: To what extent is there local public support for the project through partnerships, local public support, agency support in the formulation of the project through public meetings, public workshops or other methods to gather citizen input or involvement for the proposed project? Please attach letters of support.

Construction of multipurpose field and trail are included in Master Plan for Azalea Park which was developed through a community collaborative effort in 2007 and 2008. Public workshops were held to develop a Master Plan for the park.

10. Sustainability: To what extent does the proposed project use, develop, and protect resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic, and community objectives? To what extent does the project sponsor describe intent, strategies, and long-term management plans? Examples include, but are not limited to, recycling, water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration.

Project restores forest land damaged as a result of Sudden Oak Death disease and treatment for the disease. This will be the first Sudden Oak Death interpretive trail in Oregon. Project will provide ongoing education opportunities on forest practices, impacts of and methods for arresting the spread of Sudden Oak Death disease. Project makes use of existing public land for development of outdoor recreation activities.

11. Source of Donations and Funding: To what extent is local matching donations and/or funds available and their source? What is the local commitment to the project from the local community through donations, agency support, partnerships, etc.? Is project ready to go if request is approved?

- Brookings Harbor Youth Soccer: \$
- City of Brookings: \$
- Brookings Urban Renewal Agency: \$

Project is ready to proceed.

12. FUNDING REQUEST/SOURCE OF FUNDING WORKSHEET**A. Local Government Grant Funding Request**

\$ _____

B. Sponsor Match

Cash Appropriations \$ _____

Cash Donations \$ _____

Donated Equipment \$ _____

Donated Labor \$ _____

Donated Land \$ _____

Donated Materials \$ _____

Donated Property Interests \$ _____

*Federal Grant (Name: _____) \$ _____

Force Account – Equipment \$ _____

Force Account – Labor \$ _____

Force Account – Materials \$ _____

*State Grant – Other (Name: _____) \$ _____

Other Grant – (Name: _____) \$ _____

Penal Labor \$ _____

State Revenue Sharing \$ _____

B. TOTAL MATCH FOR SPONSOR

\$ _____

C. TOTAL PROJECT COST (A+B MUST EQUAL C)

\$ _____

***Other Grant Funding**

Name of Grant:

Agency:

Type of Grant:

Status of Grant Request: ___ Approved ___ Pending

13. SUMMARY OF DEVELOPMENT/REHABILITATION PROJECT ELEMENTS & COST	
1. PROFESSIONAL SERVICES	
A. Pre-agreement Costs	\$
1.	
2.	
B. Construction Plans and Specifications	
1.	\$
2.	\$
2. LAND ACQUISITION	
A. Value of Land Donation	\$
B. Value of Land to be Purchased	\$
C. Appraisals & Boundary Survey	\$
D. Other	\$
3. CONSTRUCTION	
A. Site Preparation	\$
B. Utilities	
1. Water	\$
2. Electric	\$
3. Sanitary Sewer	\$
C. Roads and Parking	\$
D. Restroom Building	\$
E. Recreational Facilities	
1. Picnic Tables	\$
2. Ballfields	\$
3. Hike and Bike Trails	\$
4. Picnic Shelter/Pavilion	\$
5. Playground Equipment	\$
6. Playground Surfacing	\$
7. Landscaping	\$
8. Irrigation	\$
9. Other:	\$
10. Other:	\$
11. Other:	\$
12. Other	\$
TOTAL PROJECT COSTS	
GRANT FUNDS REQUESTED	\$
PROJECT SPONSOR MATCH	\$

Please estimate the cost for all work elements of your project. If they are not on the list please feel free to change the list.

14. ACCESSIBILITY FOR PEOPLE WITH DISABILITIES – Please answer the following questions about accessibility.

Does your agency have an ADA Transition Plan and/or Self Certification?

What is the topography of the project site (flat, hilly, rough or uneven terrain, etc.)?

Flat to Sloping

What is the surface of existing or proposed parking areas? How many parking spaces are (or will be) allocated for people with disabilities?

As part of project, two asphalt ADA compliant parking spaces will be installed on existing compacted gravel parking lot.

What is the slope and surface of any roads or trails that will be used as accessibility routes to various parts of the park?

Do existing areas and facilities within your parks system meet ADA Guidelines for Recreation Facilities?

How will your proposed development or rehabilitation projects be made accessible?

Dirt trail will be paved.

How does your agency address special accessibility concerns/needs for people with sight or hearing impaired disabilities?

Does your agency have the latest Americans with Disabilities Act Accessibility Guidelines: Recreation Facilities?

Yes

For further information contact:

DBTAC Northwest ADA Technical Assistance Hotline Toll Free 800-9494232 www.dbtacnorthwest.org

Office of Technical and Information Services, Architectural and Transportation Barriers Compliance Board, 1331 F Street, NW, Suite 1000, Washington, DC 2004-1111. Telephone number (202) 272-5434 extension 34 (Voice); (202) 272-5449 (TTY).

The Architectural and Transportation Barriers Compliance Board (Access Board) is in the process of amending the Americans with Disabilities Act Accessibility Guidelines (ADAAG) by adding a new special application section for newly constructed and altered recreation facilities that are not adequately address by the existing guidelines.

15. APPLICATION SIGNATURE

As an authorized representative of City of Brookings, I certify that the applicant agrees that as a condition of receiving Local Government Grant Program assistance, it will comply with all applicable local, state and federal laws. This application has been prepared with full knowledge of and in compliance with the Oregon Administrative Rules Chapter 736, Division 6, for the Distribution of State Funding Assistance to Units of Local Government for Public Parks and Recreation and OPRD's Procedures Manual for the program. I also certify that to my best knowledge, information contained in this Application is true and correct. I will cooperate with OPRD by furnishing any additional information that may be requested in order to execute a State/Local Agreement, should the project receive funding assistance.

Gary MillimanCity Manager

Name

Title

June 30, 2008

Authorized Representative Signature

Date

541-469-1101541-469-3650

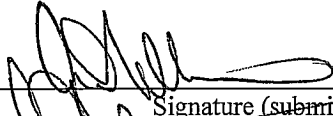
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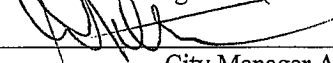
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CITY OF BROOKINGS
PARKS & RECREATION COMMISSION
AGENDA REPORT

Meeting Date: June 26, 2008

Originating Dept: City Manager



Signature (submitted by)


City Manager Approval

Subject: Azalea Park Master Plan

Recommended Motion: Motion to adopt Azalea Park Master Plan and recommend adoption to the City Council.

Background/Discussion:

A stakeholders meeting was conducted on October 30, 2007 concerning the future development of Azalea Park. As a result of that meeting, further staff analysis and commission discussion the attached Azalea Park Master Plan is recommended for approval.

Attachment(s): Azalea Park Master Plan

Azalea Park Projects

Project Description	Estimated Cost	Responsible Party
Construction of a snack shack and restroom near the athletic fields.	\$45,000	Softball Assoc.
Construction of a multipurpose/soccer field between the two existing athletic fields.	\$65,000	Soccer League
Expansion of fill to the east in the canyon between the existing athletic fields.	\$6,000	City
Improvements to Lundeen Lane (paving and sidewalks).	\$60,000	City
Construction of a water line loop to serve the athletic fields, proposed snack shack and proposed restroom.	\$30,000	City
Construction of a sewer line to serve the proposed snack shack and restroom.	\$12,000	City
Expansion of athletic field parking lots.	\$2.00/sq ft.	City
Construction of a small playground near the athletic fields.	\$10,000	Softball Assoc.
Acquisition of the vacant parcel north of Lundeen Lane for future expansion of the Park.		City
Reforest area impacted by Sudden Oak Death eradication and restore/improve trail.	On-going	City/State Forestry/volunteers

AZALEA PARK MASTER PLAN

July 2008

A stakeholders meeting was conducted on October 30, 2007, concerning the future development of Azalea Park. As a result of that meeting, further staff analysis and review by the Parks and Recreation Commission, the following Azalea Park Master Plan has been developed.

FINDINGS

Basic findings are that:

1. With the addition of the multipurpose sports field, concession stand near the sports fields and restrooms near the sports fields, the Park will be "built-out."
2. The Park offers a good mix of passive and active recreation opportunities. Existing "buffers" between active and passive recreation areas should be retained.
3. Recreation needs exceed the capacity of Azalea Park to accommodate those needs.

PROPOSED PROJECTS

Projects proposed for the Park (responsible parties in parenthesis) include:

1. Construction of a snack shack near the athletic fields. (Softball Association)
2. Construction of a restroom facility near the athletic fields. (Softball Association)
3. Construction of a multipurpose/soccer field between the two existing athletic fields. (Soccer League)
4. Expansion of fill to the east in the canyon between the existing athletic fields. (City)
5. Improvements to Lundeen Lane, including sidewalks. (City)
6. Construction of a water line loop to serve the athletic fields, proposed snack shack and proposed restroom. (City)
7. Construction of a sewer line to serve the proposed snack shack and restroom. (City).
8. Expansion of athletic field parking lots. (City)
9. Construction of a small playground near the athletic fields. (Softball Association)
10. Acquisition of the vacant parcel north of Lundeen Lane for future expansion of the Park. (City)
11. Reforest and restoration of trails in the area impacted by Sudden Oak Death eradication. (City/State Forestry/volunteers)