



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

MEETING AGENDA

CITY OF BANDON PARK & RECREATION ADVISORY COMMISSION

THURSDAY, FEBRUARY 8TH, 2024 – 11:00 A.M

MEETING WILL BE HELD AT THE LIBRARY SPRAGUE ROOM

Open to the Public and by Zoom

TO JOIN THE MEETING VIA ZOOM:

<https://Zoom.us/Join>

MEETING ID: 215 705 9460

TO CALL INTO THE MEETING (253) 215-8782

1. **CALL TO ORDER**
2. **ROLL CALL**
 - 2.1 Report Hours Worked
3. **PUBLIC COMMENTS**

Comments from the Public on any item NOT on the agenda
4. **CONSENT AGENDA**
 - 4.1 Director's Report
5. **PRESENTATIONS**
 - 5.1 Tim Lakey, Public Works Director- update re: playground equipment and walking paths.
6. **NEW AND OLD BUSINESS**
 - 6.1 Tree Removal Request- Community Garden (2nd phase)
 - 6.2 Proposal to City Council – FY 24-25 Budget Priorities
 - 6.3 Proposal to City Council designating Johnson Creek Greenway as an official city park.
 - 6.4 Code Amendment – Bandon Municipal Code 2.20, Parks and Recreation Advisory Commission
7. **OPEN DISCUSSION**
 - 7.1 Picking a day for spring clean-up
 - 7.2 Commissioner Comments
8. **ADJOURN**



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PARKS & RECREATION CONSENT AGENDA	DATE: 2/8/2024
SUBJECT: STAFF REPORT	ITEM NO: 4.1

BACKGROUND:

The Planning Department staff have prepared a report to provide information about on-going topics related to the Parks & Recreation Commission.

General Updates:

- The new playground equipment is incoming. We received a bill for the equipment, though we are still waiting for delivery. We were informed that installation would be delayed, though we have not been given a final date. Once we have an installation date range, we will order the new surfacing materials.
- There was a question at the last meeting about the status of the basketball hoops. The nets were replaced last year by a good Samaritan, though the backboards and rims still have to be replaced. Staff are looking into the costs and will get final approval from Public Works before ordering. We anticipate installation in the spring.
- Please see the attached calendar of anticipated meeting dates and event dates. These are subject to change.
- We will now be taking action minutes. Nicolette Cline, Planning Assistant, will be responsible for drafting these minutes, to be approved by the Parks & Recreation Commission as part of the consent agenda.

Tree Sub-Committee Update:

- The Tree Sub-Committee welcomed the newest member, Wade Troxell. They recommended approval for a Tree application from the Community Garden. There was a discussion regarding the Monterey Cypress; its impact in the community, the monetary fine associated with its improper removal, offering a public education on the species,

both the positives and negatives, and alternative plantings to the Cypress. Darcy Grayhek will be at their meeting in February to discuss this, as well as items she wanted to address, which are not known at this time. A winter tree planting and another acclimation station were discussed. An annual tree pruning was mentioned by Sam, regarding the adolescent trees in City Park. She was going to research more on this in regards to cost, equipment, and any needed permitting.

FISCAL IMPACT:

None.

RECOMMENDATION:

Informational report to be approved as part of the consent agenda.

SUBMITTED BY:

Dana Nichols

Dana Nichols, Planning Director



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AGENDA REPORT

TO: Parks & Recreation Advisory Commission

FROM: Dana Nichols, Planning Director

DATE: February 8th, 2024

SUBJECT: **ITEM 6.1 TREE REMOVAL REQUEST – COMMUNITY GARDEN PHASE TWO**

BACKGROUND:

The Community Garden has requested removal of 7 shore pine and trimming of three threes along 8th Court. Their request states that the trees are causing shading of certain garden plots making it difficult to grow during the summer season. Neighbors have also expressed concern over the safety of the trees near their homes.

ANALYSIS OF THE ISSUES:

The Tree Subcommittee reviewed this request at their January meeting and, after discussion, recommended approval of the application as presented. The Community Garden has proposed replacing the trees on a one-to-one basis but has suggested planting the trees at City Park instead of at the Garden. The Community Garden is located on City property, so the tree subcommittee felt it would be an appropriate change to instead plant the new trees on a different city property so as to not face an issue of over-shading again in the future.

FISCAL IMPACT:

The Garden has stated that they would like to donate trees to be planted in City Park in-lieu of replanting on-site or paying a donation fee.

RECOMMENDATION:

The following is recommended to the Parks & Recreation Advisory Commission:

1. Review and discuss the information provided; and
2. Approve the request as presented. The Chair should sign the Tree Removal Request form and provide a date of approval.



Public Tree Permit

OFFICIAL USE ONLY	
DATE RECEIVED:	<u>11-30-23</u>
PLANNING #:	_____
DATE APPROVED:	_____

The Parks and Recreation Commission reviews applications for tree or landscaping removal, pruning, replacement, and maintenance on City-owned property and in the public right-of-way. Please see Chapter 12.13 of the Bandon Municipal Code and the City's official Tree Guide for more information.

I. SITE INFORMATION <u>Bandon Good Earth Community Garden</u>	
Nearest Property Address or Map and Tax Lot: <u>780 8th Court SW</u>	
Applicant Name: <u>Susan Zohreh Community Garden Manager</u>	Phone Number: <u>602 677 5287</u>
	Email Address: <u>susan.zohreh@yahoo.com</u>

II. Request
Type of work proposed: <input checked="" type="checkbox"/> Removal <input checked="" type="checkbox"/> Pruning <input type="checkbox"/> Replacement/Planting <input type="checkbox"/> Maintenance
For tree removals, check the conditions that apply and attach documents as needed:
<input checked="" type="checkbox"/> The tree is physically blocking an existing or proposed sidewalk or path, driveway, access, or street. working path/access between 8th Ct & 8th St
<input type="checkbox"/> Removal or pruning is necessary for repair, maintenance, or installation of utilities.
<input type="checkbox"/> The City of Bandon has found the tree to be a potential danger to the public, including utilities.
<input type="checkbox"/> The tree is diseased, blighted, or insect infested as determined by a certified arborist (include attachment).
<input checked="" type="checkbox"/> The tree should be deemed a noxious or a nuisance by the Parks & Recreation Commission (Harmful) to the garden & homeowner
<input type="checkbox"/> City Staff find the tree presents an imminent danger to the public and is a "hazard tree."

Brief description of the request (attach site plan showing trees to be added/removed):
 A total of 10 trees lie to the east of the garden in front. The trees are between the garden & a home. The homeowner & the garden would ask for the trimming of the first 3 trees, and the removal of the 7 that follow. The trees block the sunlight from many of the garden plots, which causes issues with growing plants and the home owner worries about the trees falling on her home.

Number of trees and type to be added/removed (attach pictures if needed): <u>7 Shore pines removed → First 3 closest to 8th Court will only be trimmed, sending 7 pictures by email to Dana Nichols</u>	Will you: <input type="checkbox"/> Pay the in-lieu donation of \$150/tree <input checked="" type="checkbox"/> Replace one-for-one <input type="checkbox"/> Propose alternative landscaping plan <u>will work with Sam Stanger to ensure replacements.</u>
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dnichols@ci.bandon.or.us
 William Savage has provided an estimate, and the garden will raise money to cover the expense.

- GENERAL PERMIT CONDITIONS:**
- Applicants are responsible for all necessary utility locates
 - Tree plantings must be of approved species
 - Property Owner is responsible for costs associated with removal and/or maintenance of trees
 - In-Lieu payment must be received before removal
 - Must obtain a public works permit for tree removal & notify the city of removal date
 - Replacement must occur within 9 months of removal and must be 1" in diameter 4' above ground

Site Plan

Garden Shed

Pathway/Access between
8th Court & 8th Street

Private
Home

7 shore pine
removed

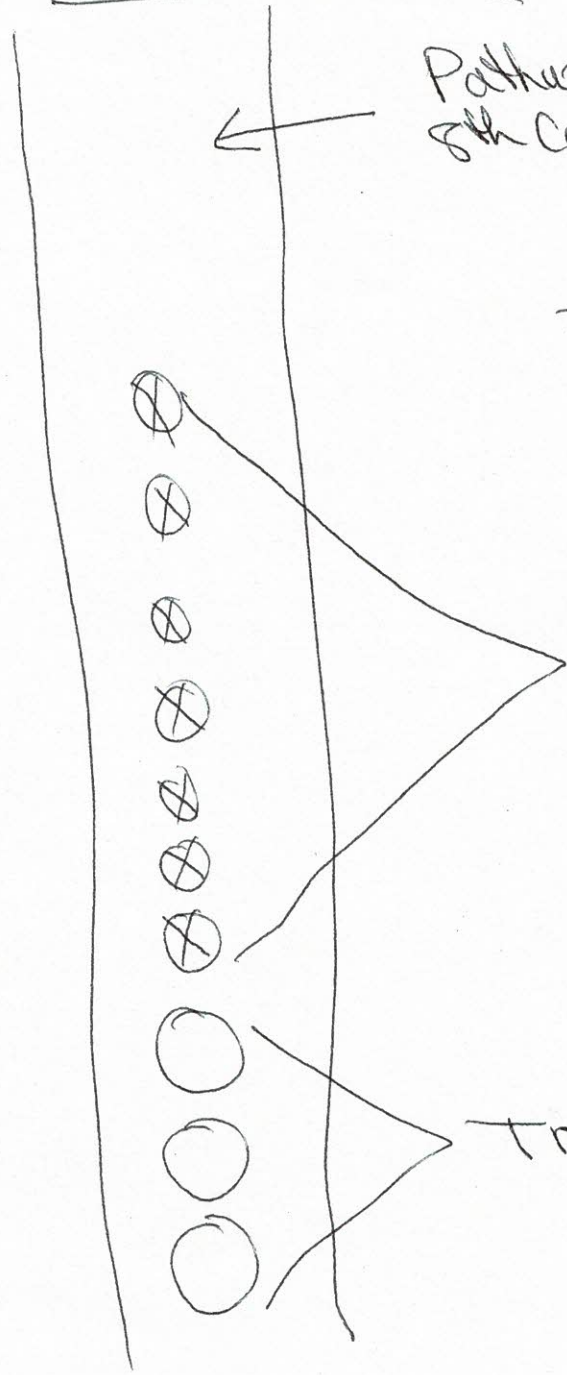
Trimmed only

Front

"8th Court"

W N
S E

John - Garden Manager





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AGENDA REPORT

TO: Parks & Recreation Advisory Commission

FROM: Dana Nichols, Planning Director

DATE: February 8th, 2024

SUBJECT: **ITEM 6.2 PARKS AND RECREATION PROJECT PRIORITIES FOR FY 24-25 AND BUDGET REQUEST TO CITY COUNCIL**

BACKGROUND:

The Bandon Municipal Code, Chapter 2.20 states that: *The primary function of the parks and recreation advisory commission shall be to plan for both long-range and immediate improvements and development of city parks and recreation programs. Such plans shall be submitted yearly to the city council for review and consideration for the following fiscal year. Any plans for the development of new parks, playgrounds or park areas, or any plans affecting traffic flow in the city, shall be reviewed and approved by the planning commission before submission to the council.*

The Parks & Recreation Advisory Commission discussed initial concepts for long and short-term improvements to the City's parks and provided staff with a list to consider further at a future meeting. Staff has prepared a list of each project with the expected effort and estimated cost.

Project	Expected Effort	Estimated Cost
Wayfinding & Signage	2	\$\$
Park Display & Education	1	\$
Improving Trails	5	\$\$\$
Benches at City Park	3	\$\$
Lighting at City Park	5	\$\$\$
ADA Accessible Play Equipment	2	\$ - \$\$
Senior Fitness Equipment	5	\$\$\$

1-5, where 1 is very little effort and 5 is a lot of effort.

\$ Under \$10,000
 \$\$ \$10,000 - \$50,000
 \$\$\$ Over \$50,000

ANALYSIS OF THE ISSUES:

The city's budget for parks and recreation activities is limited. In the past, funding for these projects has come from the general fund, transient occupancy taxes, urban renewal, and grants. With this in mind, the Commission should consider the cost and effort required for each project and prepare a prioritized list. This list should be comprised of short-term goals, those we can accomplish in the next budget cycle (July 2024 – June 2025) and long-term (over the next five years). The Commission may also want to discuss whether or not grants might be appropriate for these projects and begin identifying possible sources.

FISCAL IMPACT:

This is your request to the City Council for consideration during the upcoming budget development process. Your role is as an advisory committee. These requests are not guaranteed and may or may not be funded in the coming years.

RECOMMENDATION:

The following is recommended to the Parks & Recreation Advisory Commission:

1. Review and discuss the information provided; and
2. Direct staff to present this request at an upcoming City Council meeting.



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AGENDA REPORT

TO: Parks & Recreation Advisory Commission

FROM: Dana Nichols, Planning Director

DATE: February 8th, 2024

SUBJECT: **ITEM 6.3 PROPOSAL TO CITY COUNCIL TO DESIGNATE JOHNSON CREEK GREENWAY AS A FUTURE PARK IN BANDON PARKS AND RECREATION MASTER PLAN**

BACKGROUND:

Johnson Creek Greenway is a 37.22-acre parcel zoned Natural Resources that the City acquired in 2018. Records indicate that the purpose of this purchase was to set aside land for recreation and nature to serve residents on the south side of Bandon. Initial site analysis shows that the area remains wet in the winter months and that the current culvert at Beach Loop Drive would need to be expanded to develop the park and include parking. The Parks & Recreation Advisory Commission has expressed an interest in planting vegetation on this site, developing walking paths, and opening this space to the public. Staff has recommended that the Parks & Recreation Advisory Committee review the language in the Plan and determine whether or not the existing language is sufficient to meet the goals of the Commission.

ANALYSIS OF THE ISSUES:

The Parks Master Plan ("Plan") identifies Johnson Creek as a "Natural Resource Area and Greenway," stating that, "Johnson Creek is a stream which flows from east of Hwy 101, through a golf course, and out into the Ocean. It is recommended that future efforts be made to designate a walking trail along the stream with benches and picnic tables placed along side of it." Further in the plan, it identifies the area as a space providing residents and tourists an opportunity to enjoy and learn about plants and wildlife habitats. The Plan states that a Conceptual Plan should be developed that maximizes the goals of the Natural Resource Areas and Greenways while minimizing required maintenance and suggests a next step is a survey and engineering plan. Finally, the plan states that signage, benches, and a walking trail should be installed and safety measures for the public should be implemented where needed.

FISCAL IMPACT:

None at this time.

RECOMMENDATION:

The following is recommended to the Parks & Recreation Advisory Commission:

Johnson Creek park

02/08/2024

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1. Review and discuss the information provided; and
2. Discuss any proposed changes to be made to the Parks Master Plan during the update process.

Attachments:

- Parks Master Plan (Pg 84)

NATURAL RESOURCE AREAS AND GREENWAYS

Park Name	General Goals	Specific Goals	General Policy	Specific Policy	Desired Amenities/ Facilities
(Continued) NR-13			engineering plan may be needed.		
Periwinkle Wetland at Fairway Court SW NR-14)	To develop environmental and/or educational facilities for wildlife viewing and passive recreation	To enhance publicly-owned land near the natural resource area by providing residents and tourists an area and opportunity to enjoy and learn about plant and wildlife habitats	To develop a Conceptual Plan which maximizes the goals of the Natural Resource areas and Greenways while minimizing required maintenance. A survey and engineering plan may be needed.	To implement the plan by providing; ◦ Appropriate signage (where needed) ◦ Safety measures for the public (where needed) ◦ Protective measures for Natural Resources Areas and wildlife (where necessary).	1 bench short footpath
Johnson Creek south of the Inn at Face Rock NR-15	To develop environmental and/or educational facilities for wildlife viewing and passive recreation	To enhance publicly-owned land near the natural resource area by providing residents and tourists an area and opportunity to enjoy and learn about plant and wildlife habitats	To develop a Conceptual Plan which maximizes the goals of the Natural Resource areas and Greenways while minimizing required maintenance. A survey and engineering plan may be needed.	To implement the plan by providing; ◦ Appropriate signage (where needed) ◦ Safety measures for the public (where needed) Protective measures for Natural Resources Areas and wildlife (where necessary).	2 benches walking trail
Johnson Creek Wetland near Pelican Place NR-16	To develop environmental and/or educational facilities for wildlife viewing and passive recreation	To enhance publicly-owned land near the natural resource area by providing residents and tourists an area and opportunity to enjoy and learn about plant and wildlife habitats	To develop a Conceptual Plan which maximizes the goals of the Natural Resource areas and Greenways while minimizing required maintenance. A survey and engineering plan may be needed.	To implement the plan by providing; ◦ Appropriate signage (where needed) ◦ Safety measures for the public (where needed) Protective measures for Natural Resources Areas and wildlife (where necessary).	1 bench short footpath.



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AGENDA REPORT

TO: Parks & Recreation Advisory Commission

FROM: Dana Nichols, Planning Director

DATE: February 8th, 2024

SUBJECT: **ITEM 6.4 CODE AMENDMENT – BANDON MUNICIPAL CODE 2.20, PARKS AND RECREATION ADVISORY COMMISSION**

BACKGROUND:

The Parks and Recreation Advisory Commission is governed by two chapters in the Bandon Municipal Code, Chapters 2.12, Membership on Advisory Boards and Commissions and 2.20, Parks and Recreation Advisory Commission. Due to issues retaining members long-term, staff recommended lowering the number of required members needed to make a quorum and replacing those two other positions with non-voting members.

ANALYSIS OF THE ISSUES:

Currently, the Parks and Recreation Advisory Commission is intended to have seven voting member positions. Of late, we have been able to maintain about five positions, while we also usually have our unofficial youth member and a member of Friends of Bandon Parks and recreation, a local non-profit organization, present for the discussion. Staff proposed amending the Bandon Municipal code to memorialize this change and clarify the rules for a quorum. The current code, requiring four members present for a quorum, is in conflict with Chapter 2.12, which states that the concurrence of a majority of those voting is necessary to decision and question or take any action (i.e. a majority of those appointed).

The proposal is attached for your consideration.

FISCAL IMPACT:

None.

RECOMMENDATION:

The following is recommended to the Parks & Recreation Advisory Commission:

1. Review and discuss the information provided; and
2. Direct staff to present a proposed code amendment for City Council approval at a future meeting.

Chapter 2.20

PARKS AND RECREATION ADVISORY COMMISSION

Sections:

- 2.20.010 Parks and recreation advisory commission created.
- 2.20.020 Duties.
- 2.20.030 Funds.
- 2.20.040 Organization--Meetings.

Ordinance History: 722, 870, 1069, 1132, 1172, 1277, 1358, 1465, 1494, 1335.

2.20.010 Parks and recreation advisory commission created.

The parks and recreation advisory commission consists of ~~seven~~ five (5) members. Membership is open to residents and nonresidents; however, the majority of the membership shall be residents of the city. The terms, conditions and rules for parks and recreation commission membership, in addition to those specified herein, are those set out in 2.12.

In addition to the five voting members, there shall be two (2) non-voting members representing the following:

1. One (1) member from Friends of Bandon Parks & Recreation
2. One (1) youth member

2.20.020 Duties.

The primary function of the parks and recreation advisory commission shall be to plan for both long-range and immediate improvements and development of city parks and recreation programs. Such plans shall be submitted yearly to the city council for review and consideration for the following fiscal year. Any plans for the development of new parks, playgrounds or park areas, or any plans affecting traffic flow in the city, shall be reviewed and approved by the planning commission before submission to the council.

2.20.030 Funds.

The commission may solicit funds and work projects for park improvements and recreational programs. Any such funds shall be administered by the council. Improvement projects to be completed by individuals or organizations without cost to the city may be authorized and supervised by the commission, provided that such improvements have been previously approved by the council, either specifically or as part of a development plan or project.

2.20.040 Meetings - Quorum.

The commission shall meet regularly at established times or upon call of the chairperson. A majority of appointed members ~~four members~~ shall constitute a quorum to transact business.