



Parks, Recreation & Cultural Resources Advisory Board

January 7, 2016

Agenda Packet

**PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING
JANUARY 7, 2016, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIR
VICE CHAIR
BOARD MEMBER
BOARD MEMBER
BOARD MEMBER
BOARD MEMBER
BOARD MEMBER

Helene Antel
Jan Newman
Stephanie Allen
Jo Ehmann
Dot Helm
Meggie Aube-Trammell
ED KESSLER

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - 1. Regular Meeting of December 3, 2015
- F. Audience Participation
- G. Unfinished Business
 - 1. Discussion of memorial and donation policy – memorial trees
- H. New Business
 - 1. Development of 2016 Work Plan
- I. Board Member Comments
- J. Adjournment



Minutes
December 3, 2015

**PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, DECEMBER 3, 2015
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the City of Palmer Parks, Recreation & Cultural Resources Advisory Board was called to order by Acting Chair Stephanie Allen at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Jan Newman, Vice Chair (via teleconference)

Stephanie Allen

Jo Ehmann

Dot Helm

Meggie Aube-Trammell

Edward Kessler

Excused absence(s):

Helene Antel, Chair

Also present were:

Sandra Garley, Community Development Director

Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: led by Board Member Ehmann.

D. APPROVAL OF AGENDA: The agenda was approved as presented.

E. MINUTES OF PREVIOUS MEETING:

The minutes of the November 5, 2015 Regular Meeting were approved as amended, correcting an error in Board Member Helm's comment (p. 4 of 4) to state ARCGIS (not RGS).

F. AUDIENCE PARTICIPATION:

There was no one in the audience wishing to speak on a topic not on the agenda.

G. UNFINISHED BUSINESS:

1. Discussion of memorial policy and donated bench and table specifications.

Ms. Garley directed attention to an updated draft Parks, Recreation & Outdoor Facilities Memorial and Donation Policy in the packet (p. 11) for the Board's review/further revision. Changes requested from last meeting are highlighted in yellow; included with the draft are examples of Common Fonts used on Cast Plaques, Bronze Plaque Background Colors, Textures, Color Options, and examples of dedication signs.

Board member Aube-Trammell moved, seconded by **Board Member Helm**, to enter Committee of the Whole for open discussion on further revisions to the Memorial/Donation Policy. There were no objections.

[The Board entered Committee of the Whole at 7:09 p.m.; exited at 7:31 p.m.]

Trees were briefly discussed while in committee of the whole, but it was determined additional information was needed; this section will be addressed at the next meeting.

Upon exiting Committee of the Whole:

Board Member Aube-Trammell moved, seconded by **Board Member Helm**, to accept the changes as discussed. Consensus was reached as follows:

- Bench Specifications: untreated wood (do not restrict to pine);
- Plaque Fonts: Palatino or Cheltenham Light;
- Plaque Background: Travertine;
- Plaque Color: Dark Oxide Stain;
- Tree installation (Policy p. 3): Donation plaques to be installed on a post or stone next to the base of the tree, but not mounted on the tree itself.

VOTE ON MOTION: Carried Unanimously.

H. NEW BUSINESS:

1. Develop concepts for Bicycle Rack Competition.

Ms. Garley directed attention to p. 29-30 of the packet for a first draft City of Palmer Bicycle Rack Design Competition flyer containing specifics on the Concept, Dimensions & Materials, Installation & Fabrication, Submission, and Prizes, which was presented to begin discussion should the Board wish to pursue a competition and how it should be presented to the public.

Following discussion and review, there was consensus as to the concept presented being a good start in order to approach the community to determine the level of interest; that the blanks could be filled in later when that is known.

Board Member Helm moved, seconded by **Board Member Ehmann**, to accept the concept as presented in the packet for a Bicycle Rack Design Competition and to begin soliciting support from the community.

VOTE ON MOTION: Carried Unanimously.

2. Discuss recreational facilities and trails mapping and signs.

Ms. Garley explained that one of the things that will be important as the Board moves forward is a good mapping program, not just related to parks, but also recreation which includes the trails for hiking, biking, and walking. Noting that Board Member Helm, because of her position on the MSB Trails group, is very knowledgeable and deferred to her to give a briefing on some of the projects that people are working on with regard to trails and at the next meeting perhaps present a more visual presentation.

Board Member Helm passed her I-pad among board members showing a conceptual map of trails. She noted that a lot of information is available through the Borough; what is needed is a free RGIS online account. Links to various information concerning the Trails Plan and maps can be established. She will send the links to Board Members to view the information.

Further discussion and questions ensued.

3. Partnerships for Forum on Economic Impacts of Recreational Facilities and Trails.

Ms. Garley provided in the packet (pp. 31-40) an Executive Summary of an interesting study that was done by the National Recreation and Park Association on the Economic Impact of Local Parks. What she found interesting is that aside from health and quality of life impacts of parks and recreation and trails, there is a direct economic benefit to communities as well. She thought perhaps this Board might want to bring the two groups together (health/quality of life vs. economic benefit) in a forum to have a discussion about why it makes good economic sense for such development, especially in times of tight money to do these things. She pointed out that the study indicated for Alaska there was \$265 million plus in economic benefits, which did not include, nor did they even try to measure, visitor spending. She introduced this item simply as an idea if the Board should want to pursue.

Further discussion followed with suggestions of which groups to solicit partnering in such a forum.

I. BOARD MEMBER COMMENTS:

Board Member Ehmman commented in appreciation for this Board as it appears to be moving forward and keeps her better informed; she is proud of the fact that there is an Arboretum in Palmer, that she would like to see a sign indicating where it is and the types of trees that are there so people can go see.

Board Member Helm commented in appreciation for the speed at which things appear to be happening on this Board.

J. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:03 p.m. The next regular meeting will be January 7, 2016.

Stephanie Allen, Acting Chairman

Sandra Garley, Community Development Director



**Unfinished
Business**

CITY OF PALMER

Parks, Recreation & Outdoor Facilities Memorial and Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned or city maintained property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation plaques, decoration and long term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed and approved by the Palmer Parks, Recreation & Cultural Resources Advisory Board (the Board).

STANDARDS FOR DONATIONS

Acquisition or Purchase: The City and the community have an interest in ensuring that park and trail elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Cost: The City has an interest in ensuring that the donor covers the full-cost of the purchase, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation,

and maintenance. The City also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated park elements during their expected life expectancy.

Maintenance: Donated park elements and/or their associated donation plaques, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section ___ for more information on life cycle.) If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

PROCEDURE FOR MAKING A DONATION

The City's Community Development office will manage all donations located on City park property, with the assistance of the Parks Maintenance Crew.

Application: The donor must contact the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail or in- person at the Community Development office.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use or function of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (~~pending application~~) (depending on the donated item), utilize either "Palatino" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be

manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types. The Board must approve all text and graphics for donation plaques.

In park bench applications the donation plaque will be affixed to the front of the seat back of the bench.

In picnic table applications the donation a plaque will be affixed to the table top.

In tree installation applications the donation plaque will be installed on a post or on a stone next to the base of the tree.

Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, PICNIC TABLES, & BICYCLE RACKS

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan. Items donated must be of a product approved by the Board, and these items become City property at time of purchase.

Bicycle Specifications:

Bicycle Rack Dimensions

Height:	36" max. – 30" min.
Materials:	Stainless steel or galvanized round or square pipe [2-3/8 in OD, 0.154-inch wall, Schedule 40 steel pipe] [1-5/8 inch OD, 0.140 wall Schedule 40 steel pipe]
Safety:	<ol style="list-style-type: none"> 1. Comply with ADA Standards – no overhangs or protrusions that could be difficult for visually impaired in the walkway or that may cause tripping hazard; 2. Minimum 10" gap at the bottom of the rack to allow space for pedal; 3. Space gaps on the rack shall be larger than 9" and smaller than 3.5"
Locking:	<ol style="list-style-type: none"> 1. Must provide minimum of two-point connection between the bicycle frame and the rack; 2. Locking points must be a minimum of 1 inch and a maximum of 4 inches

Required Bicycle Rack Clearances on Sidewalks

Description	Minimum Clearance (feet)	Object
Bicycle Rack Clearances from other Sidewalk Objects	0	In-ground utility pull box – allow enough room to remove cover
	2	Tree or tree well; newspaper rack; trash can; curb cut/driveway
	6	Bicycle rack (along curb)
	3	Bicycle rack (parallel to other rack)
	5	Fire hydrant; stand pipe (near entrances)
	10	Building entrance
	5	Street light pole; Traffic sign pole
	2	Sign pole (mid block)
Bicycle Rack Clearances from Parking Spaces	2	Parallel car parking
	5	Perpendicular car parking

Sidewalk Width Requirements for Bicycle Parking

Description	Minimum Clearance (feet)	Location
Curbside bicycle rack	9	Between curb face and building or café seating leaving (leaving 6' walkway)
Building side bicycle rack	1	Between bicycle rack and building

Bench Specifications:

6-ft. contour wooden park bench with back - heavy duty 2-3/8" O. D. pipe frame with 2" x 4" planks with 8 slats of untreated wood, or pressure-treated planking options.

6-Ft. wooden park bench without back - heavy duty 2-3/8" O. D. pipe welded framework and brace 1-5/16" O. D. pipe with 2" x 4" wood planks; finished seat dimensions 15"w by 18" h.

Picnic Table Specifications:

6-ft. or 8-ft. rectangular expanded metal table with backless bench supported with a 2-3/8" O.D. steel tubing frame to create a sturdy base.

Options:

The Board may approve alternative sizes and types of park bench or picnic table based on the location proposed and the City's needs.

TREES

Landscaping and plant selection for park facilities is critical due to the wind conditions and winter weather in Palmer. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have access to public water supply in place.

Coniferous Trees – Minimum calipher = 1"

Abies spp.	Fir
Larix laricina, L. spp.	Larch
Picea pungens	Spruce
Pinus spp.	Pine

Deciduous Trees – Minimum calipher = 1"

Acer ginnala, tataricum	Amur Maple
Acer rubrum	Red Maple
Amelanchier sp.	Serviceberry
Betula papyrifera	Paper Birch
Crataegus spp.	Hawthorne
Fraxinus spp.	Ash
Malus spp.	Crabapple
Populuus balsamifera	Cottonwood
Populus tremuloides	Aspen
Prunus spp.	Cherry,Chokecherry, Almond, etc.
Quercus spp.	Oak
Salix spp.	Willow
Tilia spp.	Linden
Sorbus spp.	Mountain Ash



Photos of trees we want as listed in City's draft Landscape guide are attached to this draft Memorial & Donation Policy.

Prohibited Plant Species

Acer platanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle
Polygonum sp	Knotweed
Populus alba	White Poplar
Prunus padus	European Bird Cherry
Rosa multiflora	Multiflora Rose
Sorbaria sorbifolia	False Spirea
Sorbus aucuparia	European Mountain Ash
Viburnum opulus	European Cranberry Bush

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.

INTERPRETIVE & OTHER DONATED PARK SIGNS

Interpretive and other donated park signs as approved by the Board and that are consistent with any adopted City way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

PUBLIC ART

Donated public art is subject to full review by the Board. The Board shall forward their recommendation as to the acceptance of the proposed art to City Council for final action.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The City may accept those donations subject to approval by the City Council.

CONDITIONS

Installation: Installation of donated park elements will be scheduled at a time and date as determined by Parks Maintenance Crew so as not to unnecessarily interfere with routine park maintenance activities.

Placement of the memorial or equipment may not pose a safety risk to the users of the public space or impede mowing, drainage or public access.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a

donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

Coniferous Trees



Fir

Height: 45'-75'
Spread: 20'



Larch

Height: 80'
Spread: Variable



Spruce

Height: 50'-70'
Spread: 10'-20'



Pine

Height: 50'-80'
Spread: Variable

Deciduous Trees



Amur Maple

Height: 15'-20'
Spread: 20'

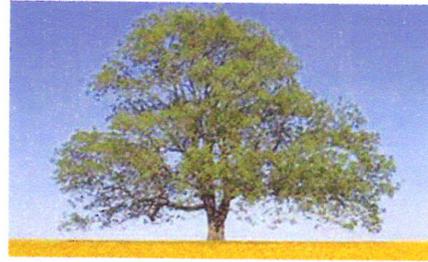


Red Maple

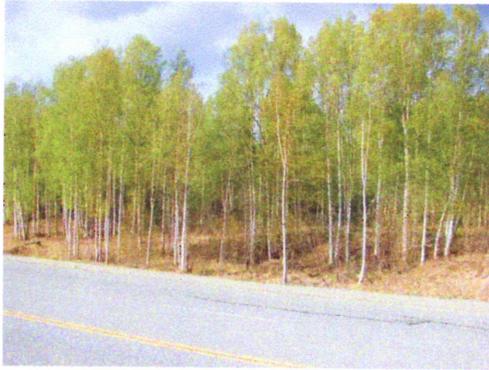
Height: 40'-50'
Spread: 35'



Serviceberry
Height: 15'-25'
Spread: Variable



Ash
Height: 40'-60'
Spread: Variable



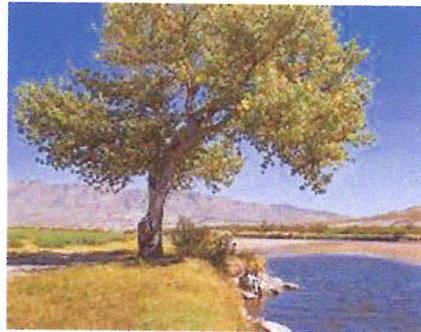
Paper Birch
Height: 40'-60'
Spread: 30'



Crab Apple
Height: 15'-25'
Spread: Variable



Hawthorne
Height: 20'-50'
Spread: 25'



Cottonwood
Height: 50'-90'
Spread: 40'



Aspen

Height: 40'-50'
Spread: 25'



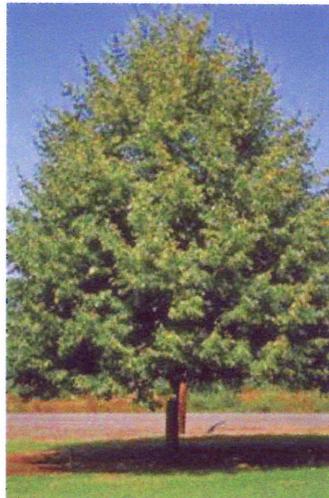
Willow

Height: 30'-40'
Spread: 35'



Ornamental Cherry

Height: 20'-30'
Spread: Variable



Linden

Height: 50'-60'
Spread: 40'



Oak

Height: 60'-95'
Spread: 45'



Mountain Ash

Height: 30'-40'

Spread: 30'



New Business



**PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
2016 Annual Work Plan**

2016 Activity/Project	Date Added to Work Plan	Budget Required	Staff Support Required	Project Team	Council Action Required	Status
Complete Donation & Memorial Policy		-	SG		Yes	Final section on trees at January 2016 meeting
Bicycle Rack Competition	12/3/15					Criteria for competition is complete; teams to solicit interest from community; present idea to city council
Recreation maps	12/3/15		SG	DH		
Find partners for forum on economic impacts of recreational facilities and trails			SG			Palmer Board of Economic Development has agreed to support concept;
Potential new park near to MTA Events center						Schedule neighborhood meeting at PJMS this spring
Dedication ceremony for Sgt. Kurtis Arcala-Berberich Soccer fields	9/10/15					Scheduled for May 2016; family is finalizing wording for sign/plaque
Margie L. Gabrielle memorial bench along Shane Woods trail	9/10/15					Staci Manier (donor) is waiting for standards & policy criteria

Ongoing Responsibilities:

The Parks, Recreation & Cultural Resources Advisory Board was created to develop, support and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects, to provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects.

Other Work Plan ideas considered for current year or future years:

Proposed Joint Meeting with Council:

- February 2016

2016 Parks, Recreation & Cultural Resources Advisory Board Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
February 4, 2016	Regular	7:00 PM	
March 3, 2016	Regular	7:00 PM	
April 7, 2016	Regular	7:00 PM	
May 5, 2016	Regular	7:00 PM	
June 2, 2016	Regular	7:00 PM	
July 7, 2016	Regular	7:00 PM	
August 4, 2016	Regular	7:00 PM	
September 1, 2016	Regular	7:00 PM	
October 6, 2016	Regular	7:00 PM	
November 3, 2016	Regular	7:00 PM	
December 1, 2016	Regular	7:00 PM	