

Parks, Recreation & Cultural Resources Advisory Board

October 1, 2015

Agenda Packet

**PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING
OCTOBER 1, 2015, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIR	Helene Antel
VICE CHAIR	Stephanie Allen
BOARD MEMBER	Jo Ehmann
BOARD MEMBER	Dot Helm
BOARD MEMBER	Jan Newman
BOARD MEMBER	Meggie Aube-Trammell
BOARD MEMBER	Ed KESSLER

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - 1. Special Meeting of September 10, 2015
- F. Audience Participation
- G. New Business
 - 1. Discussion of options for existing pedestrian tunnel as part of Glenn Highway project – Sean Baski, ADOT Project Manager
 - 2. Resolution 15-002 recommending the adoption of memorial policy
 - 3. Discussion of bike rack designs and potential locations
 - 4. Discuss details of community meeting for potential park next to MTA Events Center
- H. Board Member Comments
- I. Adjournment



Minutes
September 10, 2015

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

**SPECIAL MEETING
THURSDAY, AUGUST 10, 2015
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The special meeting of the City of Palmer Parks, Recreation & Cultural Resources Advisory Board was called to order by Chair Helene Antel at 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Board Members:

Helene Antel, Chair
Stephanie Allen, Vice Chair
Jo Ehmann
Dot Helm
Jan Newman
Meggie Aube-Trammell

Excused absence(s):

Edward Kessler

Also present were:

Sandra Garley, Community Development Director
Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: led by Director Garley.

D. APPROVAL OF AGENDA: The agenda was approved as presented.
It was noted that the topic of bike racks was inadvertently left off this agenda and will be added to the October agenda.

E. MINUTES OF PREVIOUS MEETING:
The minutes of the August 6, 2015 Regular Meeting were approved as presented.

F. AUDIENCE PARTICIPATION:
There were no audience members wishing to speak on a topic not on the agenda.

G. NEW BUSINESS:

1. Presentation on local parks by Damon Hampel, Park Ranger, State Parks Division of Department of Natural Resources.

Damon Hampel, Park Ranger stationed in the Mat-Su Valley, demonstrating from a parks map of the area, gave a presentation focusing primarily on those parks located in and around Palmer. The State owns and controls the parks but partners with contract vendors for daily operations and general light maintenance. The contractor retains a percentage of the camping fees. Examples of contractor-maintained parks are Finger

Lake, Matanuska Glacier, Kings River. Mr. Hampel discussed Hatcher Pass, Independence Mine State Historic Park, and Summit Lake. The management plan consists of a mixture of park units, historic units, borough land, state land, all operated as a state park. The Hatcher Pass area is one of the most widely visited parks in the state. Park Rangers are contracted through Fish & Game to manage the Little Susitna and Big Susitna Public Use Facilities.

Mr. Hampel responded to board member questions and brief further discussion ensued. Public information can be found on the DNR website regarding all the state parks including management areas such as Hatcher Pass; trifold flyers can be obtained at park offices and visitors centers; also the Public Information Center staff can answer any questions. In response to board member question, Mr. Hampel offered the following recommendations for the Board's consideration: 1) Regardless of any decisions made for parks, always project out the cost of maintenance and upkeep; 2) specifically assign enforcement of park rules/regulations and recommend writing it into code; 3) consider partnership assistance for maintenance/management, especially groups or agencies where there would be mutual benefit and reinvestment back into the park. Further questions concerned park signage. The Board thanked Ranger Hampel for his time and presentation.

2. Plans for Dedication of Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields.

Ms. Garley updated the Board on plans for the memorial of the soccer fields located behind the MTA Events Center. Berberich family members are currently considering what they would like said on the memorial plaque. When the wording is finalized, the City will purchase same. The family has requested that the formal dedication be on a Saturday in the spring at a time when there are kids on the fields playing soccer. Target dates are May 7 or 14, 2016. She emphasized the importance this matter not getting dropped, noting that this family has been waiting for 10 years.

Board member Aube-Trammell moved, seconded by **Board member Allen**, to table consideration of this Dedication of Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields until and be added as an agenda item on the Board's February, 2016 meeting.

Vote on Motion: Carried Unanimously.

3. Request to place Memorial Bench honoring Margie L. Gabrielle along Shane Woods Trail presented by Staci Manier.

Staci Manier and **McKenna Wyatt**, United Way of Mat-Su, spoke to the Board requesting permission to place a memorial bench and picnic table along the Shane Woods Memorial Trail in honor of Margie L. Gabrielle, a woman who deeply loved her family and community and was very active in the community. As there are benches already along the Shane Woods Trail, they are open to another park for placement, but would request it be where families frequent. The plaques will read: "In Memory of Margie L. Gabrielle, March 5, 1960 to June 22, 2014, Your life was a blessing, Your memory a treasure." Margie made everybody feel good, made everybody feel happy. The table and bench would be kept simple, but they would like to add an accent color of

hot pink in some manner. United Way staff will be committed to upkeep of both items which will support continuing use of the park.

Ms. Garley informed that that the City currently does not have a set policy or protocol for placement of memorial items and that development of such policy is one of the missions the City Council has assigned to this Board, which will be a topic discussed next and developed over near future agendas.

Questions and further discussion ensued with regard to timing and development of policy and procedure. United Way was hoping to get it accomplished this Fall, but would be amenable to waiting until Spring if it meant doing it right. The Board would like to first establish a standard policy and create consistency so that when people come with these generous proposals, they can be more easily and timely considered.

Ms. Garley directed attention to five examples of municipal policies in the packet to guide discussion of potential policy; suggested the board enter committee of the whole for an informal discussion to give her guidance as to board recommendations.

Board member Newman, seconded by **Board member Aube-Trammell**, to enter Committee of the Whole for open discussion of potential policy for donated park improvements serving as memorials in the City of Palmer. There were no objections.

[The Board entered Committee of the Whole at 7:45 p.m.]

The Board discussed various policy elements of the examples provided, asked questions of staff, noted what they liked and disliked of the elements as far as being right for Palmer, whether the policy should be developed in phases or should it be comprehensive at the start. Consideration mentioned for inclusion: adoptions of roads, parks, commemorative plaques, picnic tables, park benches, donations of art, signage for trail markings or park signs, donations of playground equipment, contractors who donate use of time and equipment to create or maintain a park, other donations subject to review by the Board.

Mr. Garley will create a draft master policy with priorities identified (benches, picnic tables, plaques) for the next meeting. Board members Antel and Aube-Trammell offered to assist.

[The Board exited Committee of the Whole at 8:11 p.m.]

4. Request for Letter of Support for the nomination designating the Matanuska Colony Community Center Historic District a National Historic Landmark.

Ms. Garley reported that this a request from Darrell Lewis of the National Park Service for a Letter of Support to move a nomination forward that would add a designation of National Historic Landmark to the Palmer Historic District. She further explained background information and the national historic significance, directing attention to copy of the proposed letter in the packet for the Board's consideration and approval.

Questions of staff and discussion followed.

Board member Allen moved, seconded by **Board member Aube-Trammell**, for approval of the letter of support for the nomination and authorize the Chair of the Parks, Recreation & Cultural Resources Advisory Board to sign it.

Following brief further discussion recommending minor grammatical changes in the second paragraph: insert City of Palmer, delete "we believe" and add to the end of the last sentence: "in the nation."

Amendment:

Board member Ehmann moved, seconded by **Board member Allen**, to include the amended language as stated.

Vote on Amendment: Carried Unanimously.

VOTE ON MOTION AS AMENDED: Carried Unanimously.

H. BOARD MEMBER COMMENTS:

There were no additional comments by Board members.

I. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:22 p.m.

Helene Antel, Chair

Sandra Garley, Community Development Director



New Business



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and Public Facilities

DESIGN & ENGINEERING SERVICES
Highway Design

PO Box 196900
Anchorage, AK 99519-6900
Phone Number: 907 269 0547
Toll Free: 800 770 5263
TDD: 907 269 0473
TTY: 800 770 8973
Fax Number: 907 243-4409
Web Site: dot.state.ak.us

September 16, 2015

Sandra Garley, Director, Community Development
City of Palmer
645 E. Cope Industrial Way

Re: Request for Appearance at Parks, Recreation and Cultural Advisory Board
October 1, 2015

Subject: Pedestrian Tunnel at Arctic Avenue, Palmer
Glenn Highway Milepost 34-42
IRIS #Z581040000/Federal No. NH-0A1-5(24)

Dear Ms. Garley:

Thanks to you and Public Works Director, Tom Healy, for meeting with the Alaska Department of Transportation and Public Facilities (DOT&PF) project team on August 31, 2015 to discuss the pedestrian tunnel north of West Arctic Avenue/Bogard Road on the Glenn Highway. We offer the following as background for an appearance before the City of Palmer's Parks, Recreation and Cultural Advisory Board on October 1, 2015 to discuss the pedestrian tunnel.

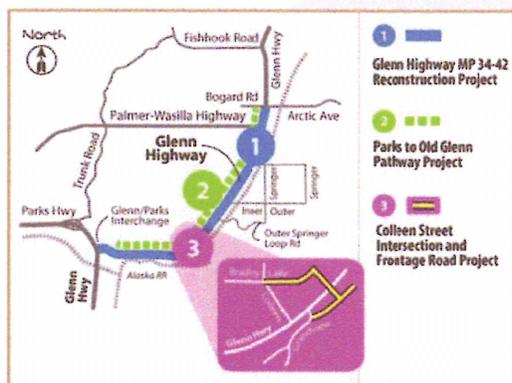


Figure 1. Project Location Map

Background

The DOT&PF began a project in 2008 to reconstruct the Glenn Highway between the Parks Highway interchange (Milepost [MP] 34) and West Arctic Avenue (MP 42). The reconstruction will create a 4-lane divided highway in the corridor and add several signalized intersections. A separated multiuse pathway will be constructed the full length of the project to support non-motorized use in the area and connect Palmer to the Matanuska Lakes State Recreation Area and the Crevasse Moraine trails.

The work completed to date includes field studies, preliminary design and re-evaluation of the 1993 Environmental Assessment. The team recently met an important milestone allowing appraisal and acquisition of properties needed for the highway right-of-way to begin this fall. The project team, led by designers at Hattenburg Dilley and Linnell LLC, continues work on the final design.

During the final design step, the team evaluates how to reduce both costs and rights of way impacts. The purpose of this letter is to address a suggestion to revisit the current design for the pedestrian tunnel just north of the West Arctic Avenue intersection.

Arctic Avenue/Bogard Road Pedestrian Tunnel



A pedestrian tunnel exists under the Glenn Highway just north of Arctic Avenue/Bogard Road (see Figure 2). The tunnel connects the existing pathway on the west side of the Glenn Highway to West Auklet Avenue, a gravel road, on the east side.

Figure 2 – Tunnel Location Map

The tunnel itself is in fairly good condition. The safety of the tunnel has been questioned and has been called an “attractive nuisance” due to unsavory activities that often take place there due to its location.

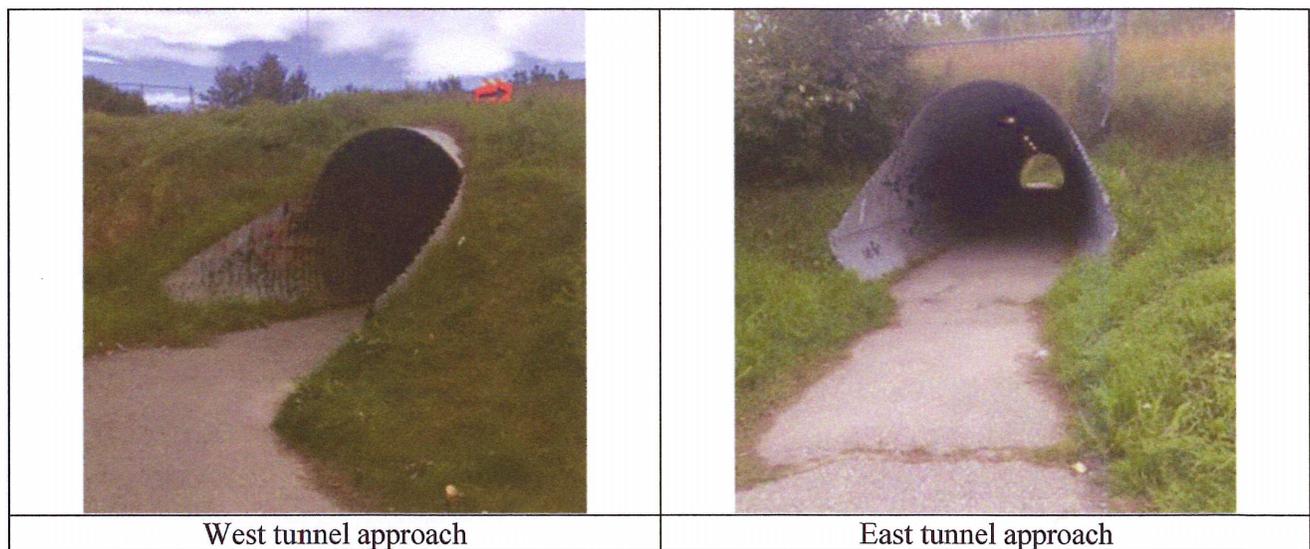


Figure 3 – Photos of the existing tunnel

Current Design Approach

To reconstruct the Glenn Highway in the vicinity of the tunnel the following changes will be made:

- The road will be widened approximately 40-feet to accommodate new turn lanes associated with the wider facility and Bogard Road extension.

- The tunnel will need to be lengthened.
- Retaining walls and/or additional right-of-way will be needed to provide a connection between the pathway at Bogard Road and the lengthened tunnel.
- The current design, including the retaining wall and/or additional right-of-way is estimated to cost between \$600,000 and \$900,000.

The current design is shown in Attachment 1.

Attachment 1 – Preliminary Design

Questions for the project team, City of Palmer and the City’s Parks, Recreation and Cultural Resources Advisory Board:

1. Does the tunnel fit into a non-motorized pedestrian network envisioned by the City of Palmer?
2. Is there a better solution?

Design Options Under Consideration

Please note that these are not presented in any prioritized order.

Option 1: Proceed with current design

Description: Lengthen existing tunnel, construct retaining walls on west approaches to tunnel, reconnect pathways. The DOT&PF will request that the City of Palmer maintain all landscaping along the project. DOT&PF will maintain the highway and non-motorized facilities.

Pros

- Continues to provide historic crossing
- Provides a grade separated crossing
- Links into existing Glenn Highway path on west

Cons

- Costly to construct and maintain
- Requires ROW acquisition
- May continue to be “attractive nuisance”
- Lacks good visibility
- May be perceived as less safe
- May be avoided by users

Option 2: Abandon Tunnel

Description: Abandon tunnel by removing or grouting to seal. Redesign to direct pedestrian movements to the West Arctic Avenue intersection.

Pros

- Reduces overall cost
- Eliminates numerous impacts to adjacent landowners
- Directs non-motorized users to signalized crossing
- Connects with new pathways along Bogard/Arctic Avenue

Cons

- Changes City plan for extending pathway along West Auklet Avenue to the tunnel
- Some users prefer a facility separated from road intersection

Preferred Solution

The DOT&PF seeks comments from the Parks, Recreation and Cultural Resources Advisory Board prior to proceeding with one of the options above.

Project staff will attend the next City of Palmer Parks, Recreation and Cultural Resources Advisory Board to present this information and answer questions. We thank you for your time and consideration of these options.

Sincerely,



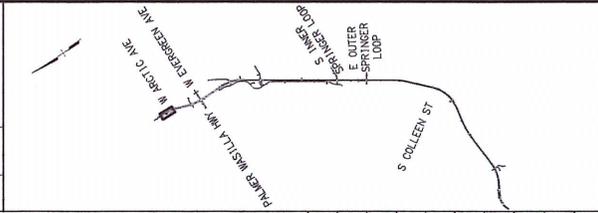
Sean Baski, P.E.
Project Manager

Attachments 1, Current Design

cc: Tom Healy, Public Works Director, City of Palmer
Dennis Linnell, Project Manager, HDL

SHEET NO.	TOTAL SHEETS	
F61	FXX	
STATE	YEAR	
ALASKA	2015	
PROJECT DESIGNATION		
0A1-5(24)/Z581040000		
ADDENDUM NO.		
ATTACHMENT NO.		
REVISIONS		
NO.	DATE	DESCRIPTION

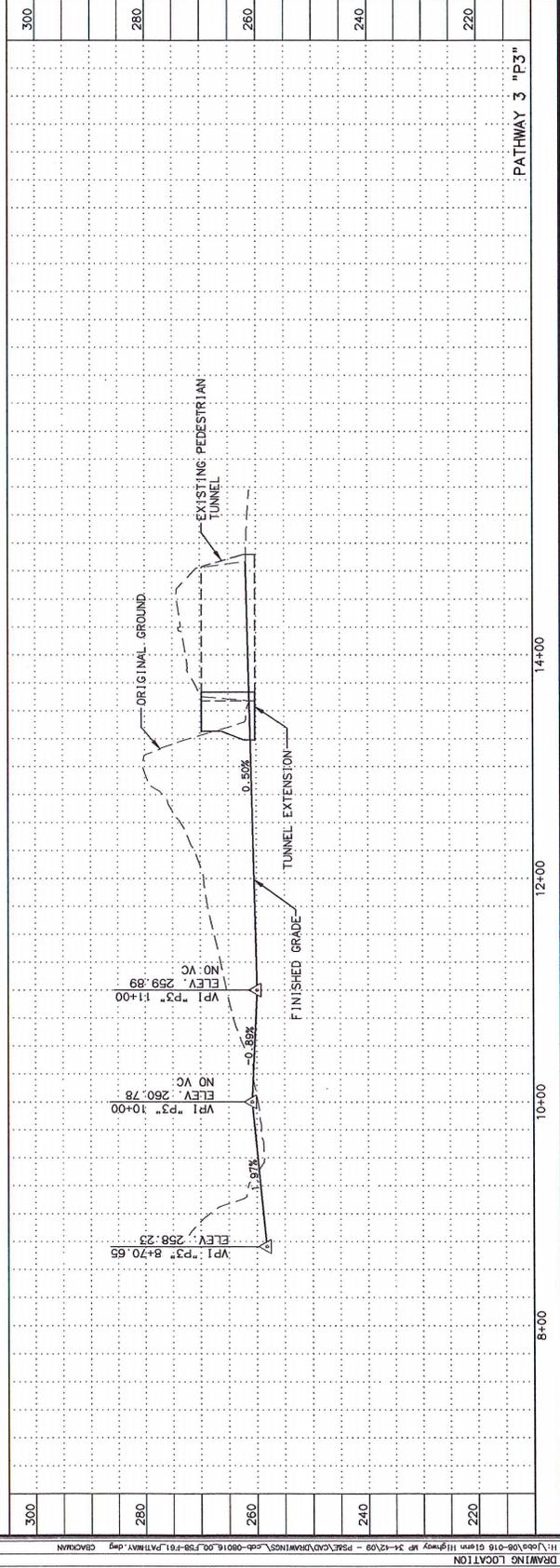
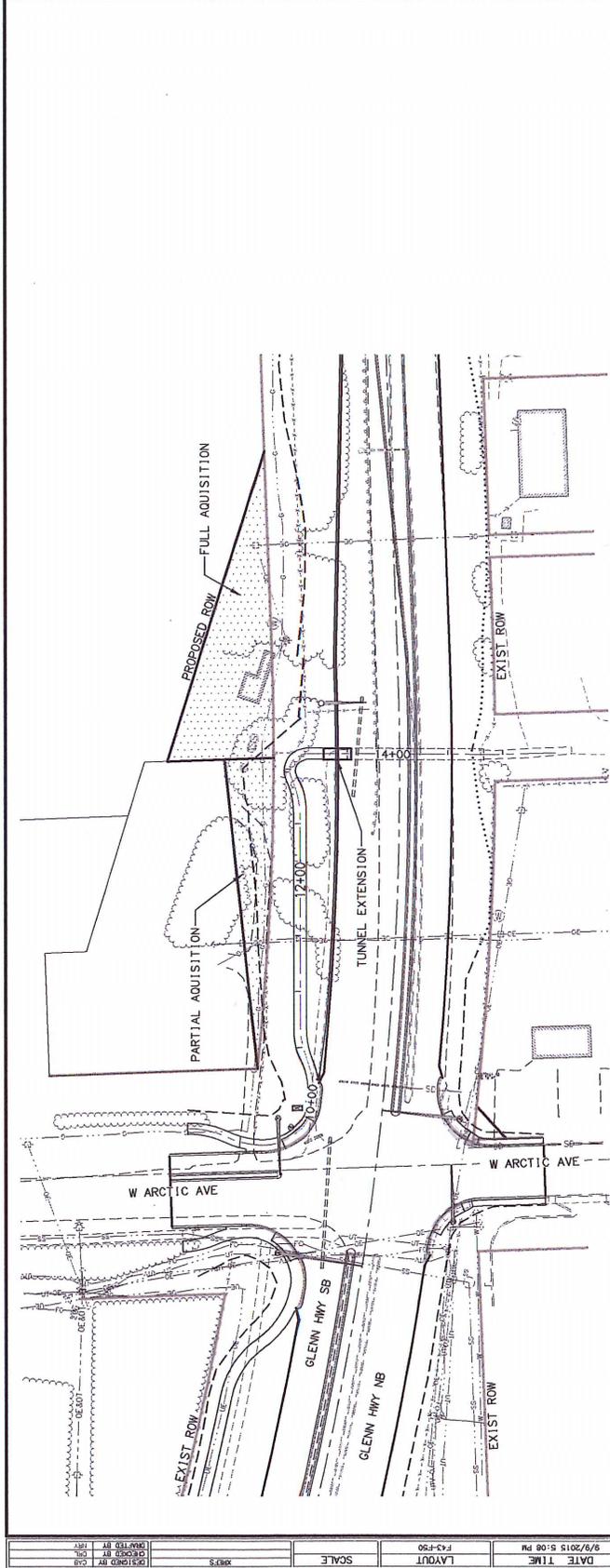
ATTACHMENT NO.		
REVISIONS		
NO.	DATE	DESCRIPTION



WORK IN PROGRESS
 This document represents current concepts or preliminary designs. It is not to be used for construction or legal purposes. (See also § 1261.020)

HATTENBURG DILLEY & LINNELL
 STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION
 AND PUBLIC FACILITIES

GLENN HIGHWAY MP 34-42
 PATHWAY "P3"
 PLAN & PROFILE



DATE TIME	9/9/2015 5:08 PM
LAYOUT	F-3-950
SCALE	AS SHOWN
DRAWING LOCATION	H:\08\08-016 Glenn Highway MP 34-42\08 - P58\CD\DRAWINGS\CD-08-0016_00_08-08-161_P3\TUNNEL.dwg CD/CADMAN
DRAWN BY	MB'S
CHECKED BY	MB'S
DATE	9/9/2015

CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES ADVISORY BOARD
Resolution No. 15-002

**A Resolution of the Parks, Recreation & Cultural Resources Advisory Board
Recommending the Adoption of a Memorial Policy**

WHEREAS, the City Council in creating the Parks, Recreation & Cultural Resources Advisory Board required the Board under Palmer Municipal Code 2.22.006. B. to provide input and recommendations on issues relating to placement of memorials and plaques on City property; and

WHEREAS, the Board has considered standards for various types of memorials during the September 10, 2015 and October 1, 2015 meetings; and

WHEREAS, the Board has worked to develop a draft memorial and donation policy for consideration by City Council that will establish guidelines, standards and procedures for the installation and care of donated memorials that are benches, picnic tables, bicycle racks, trees, monuments, banners, interpretive signs, public art pieces or other park improvements, either as result of a cash or physical property donations.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Parks, Recreation & Cultural Resources Advisory Board recommends that the City Council consider adoption of the attached memorial and donation policy

Passed and approved by the Parks, Recreation & Cultural Resources Advisory Board of Palmer, Alaska, this ___ day of _____, 2015.

Helene Antel, Chair

Sandra Garley, Director of Community Development

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 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. 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 (pending application) inches in size, utilize "cheltenham light" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a City approved

vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. 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 in a flush mounted concrete pad.

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.

Specifications:

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.

Specifications:

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.

Banners

Banners may be sited in locations approved by the Board in accordance with an available site plan. Banners deteriorate quickly when exposed to the elements and the size of a banner is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated banners must be of a size and quality suitable for the site and the environment in which it is to be located. Banners may be subject to replacement, paid for by the donor at the time when City Maintenance Crew determines replacement is needed.

Specifications:

INTERPRETIVE SIGNS

Interpretive signs 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.

Specifications:

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

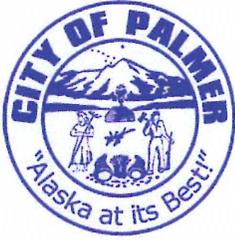
The long term care and maintenance of donated park elements is important to both the donor and the City.

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.



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 15-004**

SUBJECT: Types of bicycle racks

AGENDA OF: October 2, 2015

ACTION: Determine if the City should have standard specifications for bicycle racks (donated and those installed by the City)

The Board's discussions about the memorial and donation policy makes this an opportune time to consider the types and appearance of bicycle racks that should be installed on city property. The purpose of increasing the number and location of bike racks is to encourage people to ride bikes and to consider Palmer a bike friendly community.

I have included examples of both standard rectangular racks and some of the more creative custom (non-standard) racks that are currently available for your consideration. I have also included the Portland Bureau of Transportation's process for installing a non-standard Art Rack in that community. The points in item four seem like good standards for Palmer to consider when installing a new bike rack.

[Steel Bike Rack with Black Finish, 6-Bike Capacity](#)

[#GS200-B](#)

[\\$150.00](#)

QUICK LOOK



[Recycled Plastic Bike Rack with 8-10 Bike Capacity](#)

[#PBBIKE](#)

[\\$650.00](#)

QUICK LOOK



[Grid Style Double-Sided Bike Rack with Black Finish, 8-Bike Capacity](#)

[#GR110-B](#)

[\\$325.00](#)

QUICK LOOK



[Sport & Scooter Bike Rack, 7-Bike Capacity](#)

[#BRP304](#)

[\\$545.00](#)

QUICK LOOK



[Metro 9-Bike/7-Loop Rack, Fusion Adv Fin, Inground Mount](#)

[#LBR9PVCING](#)

[\\$495.00](#)

QUICK LOOK



[Balance Bike Rack, Solid Ends](#)

[#TSBR8P](#)

[\\$675.00](#)

QUICK LOOK

Visit TreeTopProducts.com for one-stop shopping from all our sites!

[Home](#) > [Outdoor](#)

Outdoor

Refine By:

Price

- [\\$0.00 - \\$249.99](#) (13)
- [\\$250.00 - \\$499.99](#) (5)
- [\\$500.00 - \\$749.99](#) (1)
- [\\$1,000.00 and above](#) (1)

Bike Capacity

Color

Material

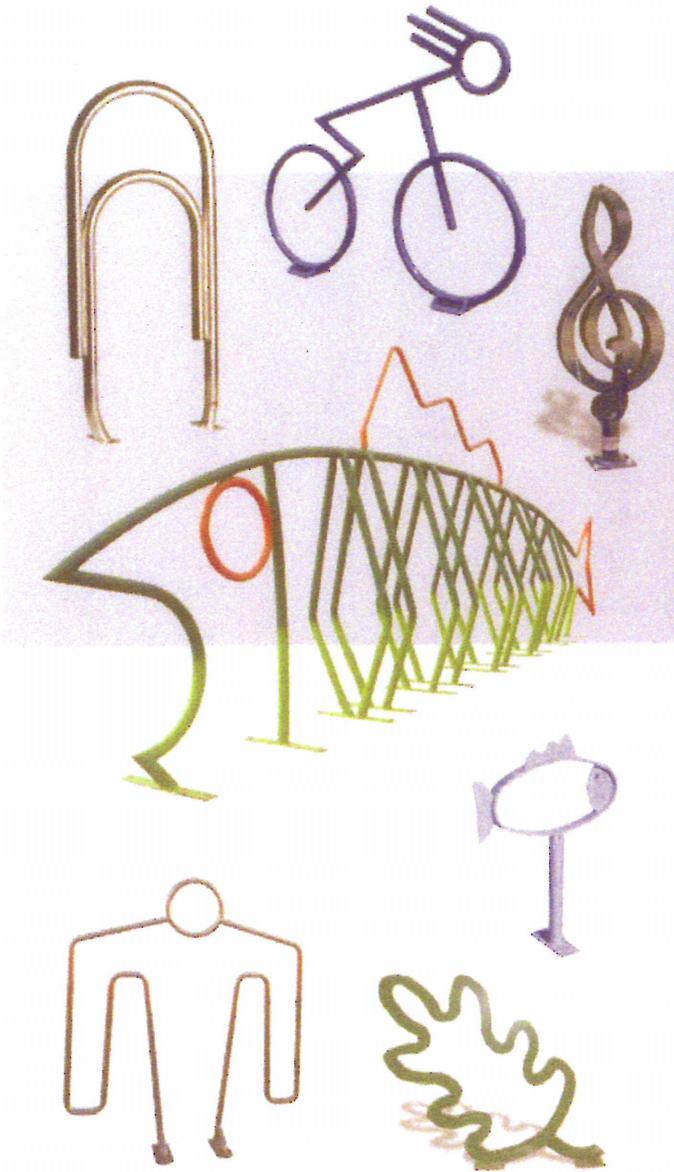
Mount Type



Traditional Galvanized Bike Racks

Starting From: **\$265.85**

Was ~~\$332.85~~



DERO

CUSTOM RACKS

- Affordable Designs
- Tie into your organization's image
- Same high security as standard racks

More and more site planners and architects are using custom racks to make a striking statement about their facility. By using standard manufacturing processes and existing tooling we can make custom racks surprisingly affordable. We will work with you to create a rack that meets your application, design and budget. This booklet illustrates examples of custom racks that have been manufactured or are proposed for manufacture.

For more custom bike rack ideas visit our custom racks web page at www.dero.com/custom_racks.html



www.dero.com

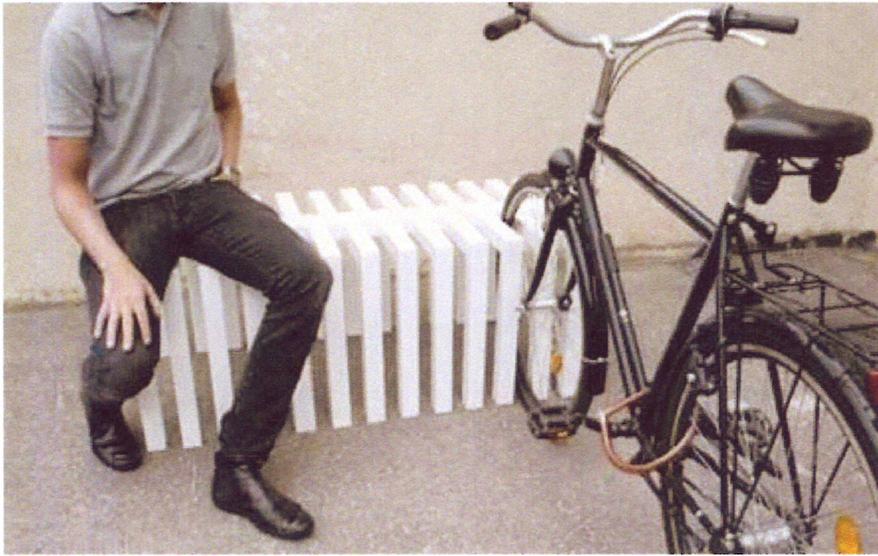
1.800.290.4915



Printed on recycled paper



www.shutterstock.com 31843357





Design Your Own Rack

If you have an idea for a unique design to complement your facility, send us a sketch. We can help you design your product and provide a quote, completely free of charge. We are committed to working with you to design a custom rack that will fit your budget.

Cost

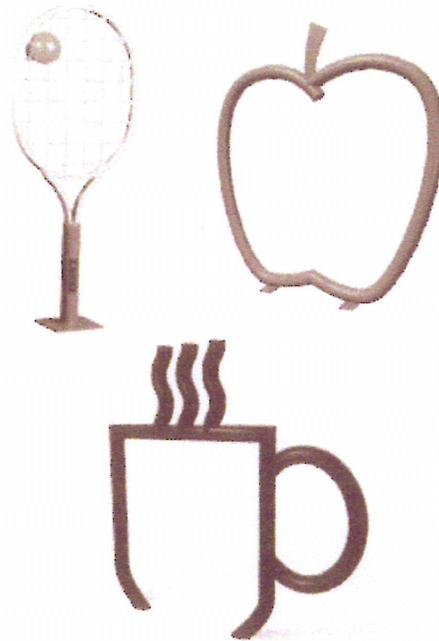
Whenever possible we utilize standard manufacturing processes and use existing tooling and fixtures to keep costs to a minimum. For our most economic custom racks, consider

Finish Options

- Galvanized
- Powder coated
- Rubber dipped
- Stainless steel
- Thermoplastic

Fabrication Time

Once your rack has been designed, you can expect the fabrication to take between 4-6 weeks.



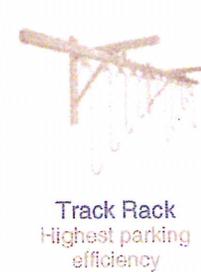
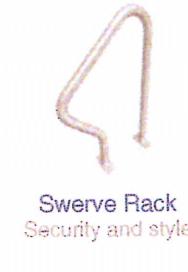
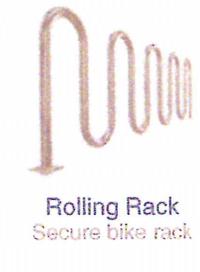
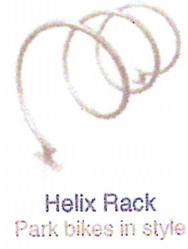
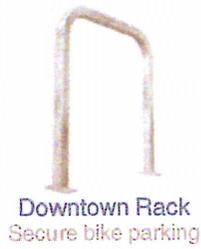
Custom Logo Racks

Logo racks work great, look professional, and are usually the most cost-effective way to get your organization's logo out on the street.

The beauty of logo Hitches, Hoops and Bike Bike Racks are that they become functional signs that you can place right in front of your business or office. Since you're parking bikes at the same time, you send a great message to all of your customers or members that your company is "green."

At Dero, we always work hard to make things easy for our customers. Our custom logo program is no different. If you are interested in seeing what your logo will look like, simply give us a call or send us an email. We'll have you send us an electronic version of your logo (preferably in hi-res format). We can then turn around an estimate and free rendering of what your hitch or hoop will look like in about a week or less.





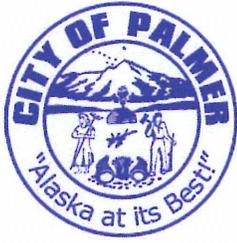
Dero, 504 Malcolm Ave SE, Minneapolis, MN 55414 | 1 800 891 9298 | 612 359 0689
New York Area: 917 460 3769 | San Francisco Area: 415 425 7562 | Boston Area: 617 869 5408



Art Rack Approval and Installation Basics - Portland Bureau of Transportation

(Please note: this document is intended to provide a simplified explanation of the process for requesting a permit to install a non-standard Bike Rack. This explanation is intended to clarify and not to replace existing parking code, requirements, or other standards. For specific requirements, please refer to the [Administrative Rule](#) .)

- 1) **Contact PBOT's Art Rack specialist Timo Forsberg at 503-823-7699 or timo.forsberg@portlandoregon.gov** . Have the following info ready:
 - Proposed location
 - How many bikes do you want to accommodate?
- 2) **Get the o.k. from the property owner**
 - Prop. Owner has liability for anything on their property and adjacent sidewalk
 - Prop. Owner will need to formally request the rack permit with a letter
- 3) **Be aware of costs**
 - Costs may include City permit fees, plus the cost of designing, fabricating, and installing rack. These are borne by the property owner or designee.
- 4) **Prepare rack design** (see [Administrative Rule](#) for specific details about design)
 - Caneable? (Can be detected by visually impaired person using cane to navigate)
 - Not a Tripping Hazard? (Nothing sticking out into pedestrian path of travel)
 - Lockable? (Able to use a standard U-lock with the rack)
 - Frame-Restable? (minimum 36" height to allow leaning a bike against)
 - Kid proof? (Child can't put head through space and become trapped)
 - Powder-coat or stainless-steel surface for durability?
 - Tamper-proof bolts? (Securing rack to sidewalk)
 - Not-bolt-cuttable? (rack material is sturdy)
- 5) **Prepare site plan** (see [Administrative Rule](#) for specific details about design)
 - Rack is close to entrance?
 - Rack is in the Street Furnishings Zone? (refer to [Administrative Rule](#) for details)
 - Not covering a water main or utilities vault?
 - At least 4 feet from trees, meters, benches, etc.?
 - Minimum 10 feet sidewalk width?
 - Proper clearance for bikes to park without bumping into cars along the curb?
 - Proper clearance for bikes to park without obstructing pedestrian path of travel?
- 6) **Send rack design and site plan to Transportation Options**
 - We'll work to make sure everything will pass muster with Street Systems, suggesting design or siting revisions if necessary to gain approval
- 7) **Property owner sends vetted rack design, site plan, and letter requesting permit to Options, along with right-of-way fee (& county recording fee, if required)**
 - The request will trigger a sidewalk/curb inspection
 - If anything is found that needs to be brought up to code, property owner will be notified and required to fix issues (even if they decide not to install rack)
- 8) **Street Systems issues a revocable permit**
- 9) **Property owner can begin fabrication and installation of rack**



**CITY OF PALMER
PARKS, RECREATION & CULTURAL RESOURCES
ADVISORY BOARD
INFORMATION MEMORANDUM 15-005**

SUBJECT: Schedule for new park meeting and design
AGENDA OF: October 2, 2015
ACTION: Review proposed schedule and discuss process

Board needs to review and approve or modify the draft Action Plan schedule for this potential project.

The sample flyer inviting the community to get involved in developing a park design also needs to be reviewed and changes made, if needed, to entice public participation in this process.

New Park Action Plan

Task	Who	Notes
Board reviews and accepts or modifies schedule	Parks, Recreation & Cultural Resources Advisory Board	10-01-15
Reserve MTA Events Center for community meeting	Staff	Steve McSwain has been contacted and is waiting for possible dates in November
Mail flyers to neighborhood property owners	Staff	Board sees & comments on sample flyer 10-01-15 Mail out in Mid October/November
Prepare material for (posters, etc)	Staff	Early November
Select design elements for possible park	Community	At meeting
Develop cost estimate	Staff	December - January
City Council reviews and accepts or modifies design and layout plan	City Council	February-March
Seek funding for park project	City; local Civic groups will be asked to participate	

We are here in the Action Plan.

Proposed New Neighborhood Park

The City of Palmer wants

YOUR

input about creating a New Public Park on
Lots 4-5-6 Block 2 Cope Subdivision,
Located at 1510 to 1530 S. Denali Street
next to the Sgt. Arcala-Berberich Memorial Soccer Fields.



Come join us in a brainstorming design session and share your ideas on what type of park the City should consider on this property.



- | | |
|--------|--|
| Who? | Everyone |
| What? | New Park |
| When? | Thursday, October TBA |
| Where? | MTA Events Center, 1317 Kerry Weiland Ct. |
| Why? | Help design a $\frac{1}{2}$ acre neighborhood park |

Please join us.



2015 Parks, Recreation & Cultural Resources Advisory Board Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
November 5, 2015	Regular	7:00 PM	
December 3, 2015	Regular	7:00 PM	

2016 Parks, Recreation & Cultural Resources Advisory Board Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
January 7, 2016	Regular	7:00 PM	
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	