



COMMITTEE MEMO

MEETING DATE: June 16, 2026

STAFF: Adam Hanks, City Administrator

Park | Tree Committee June Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 – Minutes (5 min)

Item #2 – Hazards and Park Issues (5 min)

Follow up list includes:

- Bench maintenance
- Tree wells (Magnolias at JD highest priority)
- Mulch around perimeter of Pavilion at Laura Park
- Weeding at Veterans Memorial and original rose planting area

Item #3 – Work Party Recap (5 min)

June – Norma

July - ??? (Pavilion “Urban Forest?”)

Item #4 - Park Projects Update (15 min)

All Parks

- PW Seasonal Temp position resigned. Replacement temp hiring TBD
- New PW Staff position starts June 15.

Pavilion

- Fundraising for fountain, benches, light bollards and picnic tables – Summer 2026
- Maintenance/improvement tasks planned for Winter/Spring include:
 - Painting existing light posts
 - Plank replacement on pavilion structure floor (near back)
 - Matching railing fab/installation for rear “bridge” from pavilion to sidewalk
 - Lighting replacement for info shelter

Johnny Diamond

- Whole park weed removal/trimming to be completed by June 19
- Tree replacement (NE corner)
- Historic Signs Next Steps - Coburg Main Street and Staff sign design/fabrication coordination incorporating Park/Tree and Heritage recommendations

Jacob Spores

- Grading/clean up to the south of water tank access road scheduled for spring
- Sign repainting, mulch around trees
- Expansion of native planting area - overcrowding of plants in current space

Norma Pfeiffer

- Veterans Medallions delivered. City will complete post fabrication and installation
- Permanent signage at restrooms for camera and open hours at sign contractor – Target May installation
- Flag pole repair and marble base/plaque will be scheduled for deep cleaning to be complete with medallion installation.
- Memorial sign at original rose planting area (Park/Tree Committee to provide wording)

Item #5 – Community Engagement/Outreach planning for New Neighborhood Park (30 min) - Continued

Engagement Plan Update for June – Draft survey is attached for Committee review. Additional language noting the existence (and link to) the Parks Master Plan will be added for context.

Running log of Committee work (summary)

The October Committee meeting recommendation of the Committee was to develop the initial project design concepts with the Committee that would result in a 30% project design. This will occur over the next several committee meetings with a target of community feedback on the 30% design in spring of 2026 through the use of surveys, open houses and other engagement tools.

30% project design plan

1. Review Parks and Open Space Master Plan
2. Develop initial list of desired park features/amenities
3. Rank/sort features by importance
4. Lay out features on plat maps for scale/fit
5. Develop phasing plan for feature improvements

Discussion and project concept scope will focus on items #2, #3 and #4 at the February meeting and items #4 (recap) and #5 at the March meeting. April meeting will wrap up initial concept design. May meeting will focus on community engagement plan.

February Meeting Initial Features/Amenities List (not in order of priority and not intended as a complete or final list)

- Low Maintenance
- Efficient use of water
- Shade Trees
- Native plants (supports water efficiency)
- Seating/benches
- Irrigation system (smart controller)
- Lighting – Ped scale, located at pedestrian access points and maybe around perimeter
- Play area – Active vs. passive? paved surface? Size/scale (how much of the park area to devote)
- Water/splash pad – Cost, maintenance, water consumption
- Urban Forest – Dense plantings in a portion of the park

- Drinking fountain?

Design considerations

- Age of current and future users
- Duplication of amenities at other parks or unique amenities not found in other parks
- Hours of use (impacts lighting decisions)

March Meeting Whiteboard recap (not in order of priority)

- Small area for active play (climbing, possibly natural materials, i.e. rock, logs, etc)
- Pathways – Indication for internal rather than perimeter
- Significant grass area for multi-use play/experience (maximizes parent sightlines as well)
- Vegetation encouraging habitat (pollinators, butterfly, etc)
- ADA Access to sitting area and pathways (pathways to meet ADA as well)
- Large stature “signature tree” in prominent location
- Wind protected area for seating/shelter (need further direction on structure vs. vegetation for protection)
- Rain cover/structure?
- Discussed desired “active scale” (0= fully passive, 10= 100% active spaces) – Further discussion needed
- Lighting – Pedestrian scale, dark sky lighting style important

Community Engagement Plan

1) Develop community survey for feedback and prioritization of March recap list of park elements, suggested elements not already considered, timeline, project budget and phasing feedback.

- a. Online survey
 - Park/Tree Committee to review and provide input at June meeting – survey release after July 4th holiday. Open for a month. Findings presented to Park/Tree Committee at September meeting
- b. Social media posts to kick off survey period and several additional posts for deadlines
- c. A Frame signs in various park locations with QR code to online survey
- d. Website page dedicated to the new park development with Park/Tree Committee info and survey link. This site will evolve into the park project page
- e. Tabling by staff/committee at community events (Concerts in the park)
- f. Pop up community meetings (one at new park site, one at Laura or Norma) – Could be during survey period or after to present initial results to community members

Item #6 – Pickleball Surface Discussion

Item requested by Chair Beatty to discuss the current surface installed in 2022 at Norma Pheiffer Park

City Administration Report (0 min – unless questions)

Future Meeting Agenda Items – Items for upcoming meetings include:

- a. *Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu*
- b. *Committee mini-retreat – June? July?*