



COMMITTEE MEMO

MEETING DATE: April 28, 2026

STAFF: Adam Hanks, City Administrator

Park | Tree Committee April Meeting Overview

Agenda Background Information

The following are highlights of items on the meeting agenda.

Item #1 – Minutes (5 min)

Item #2 – Loop Path Survey Presentation and Activity

A University of Oregon student team is completing phase II of the Loop Path Improvements Survey project and will be engaging the Committee in some activities to enhance the final survey and report.

Item #3 – Hazards and Park Issues (5 min)

Follow up list includes:

- Bench maintenance
- Johnny Diamond – Dead tree – noted for replacement
- Pavilion Park – Donated Tree (to be planted by May 1)
- Lighting at Pavilion (schedule, holiday lighting timers, cord mgmt.)
- Rose Garden Fertilizer

Item #4 – Work Party Recap (5 min)

April 20 – Jacob Spores

May - Date/Location

Item #5 - Park Projects Update (15 min)

All Parks

- Irrigation system testing/setting/repair week of April 27
- PW Seasonal Temp position starts May 4th

Arbor Day Recap

- Five trees planted on Van Duyn with Charter School Fifth Grade Class
- Three trees planted on Bruce/Abbey Swale

Pavilion

- Warrantee walkthrough completed – Several plants to be replaced
- Fundraising for fountain, benches, light bollards and picnic tables – Summer 2026

- Maintenance/improvement tasks planned for Winter/Spring include:
 - Painting existing light posts (May)
 - 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

- 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

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 in April/May to be complete with medallion installation.

Item #6 – Community Engagement/Outreach planning for New Neighborhood Park (30 min) - Continued

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

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?*