



# COMMITTEE MEMO

**MEETING DATE:** May 19, 2026

**STAFF:** Adam Hanks, City Administrator

## Park | Tree Committee May Meeting Overview

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### 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
- Johnny Diamond – Dead tree – noted for replacement

#### Item #3 – Work Party Recap (5 min)

May – Laura Park

June - ???

#### Item #4 - Park Projects Update (15 min)

##### All Parks

- PW Seasonal Temp position started May 4<sup>th</sup> (Streets, Storm Drains and Parks)

##### Pavilion

- 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

- 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

### 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 May to be complete with medallion installation.
- Memorial sign at original rose planting area

### **Item #5 – 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
- 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.

- Online survey
  - Park/Tree Committee to review and provide input at June meeting – survey release after July 4<sup>th</sup> holiday. Open for a month. Findings presented to Park/Tree Committee at September meeting
- Social media posts to kick off survey period and several additional posts for deadlines
- A Frame signs in various park locations with QR code to online survey
- 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
- Tabling by staff/committee at community events (Concerts in the park)
- 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 – Volunteer Program Discussion**

#### **City Administration Report (0 min – unless questions)**

#### ***Future Meeting Agenda Items – Items for upcoming meetings include:***

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