



PARK SYSTEM MASTER PLAN ADVISORY COMMITTEE AGENDA

Wednesday, June 20, 2018 - 4:00 PM

City Hall - Council Chambers

The meeting location is accessible to persons with disabilities. A request for an interpreter for the DEAF AND HARD OF HEARING, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. CALL TO ORDER
2. WELCOME AND INTRODUCTIONS
3. COMMITTEE BUSINESS
 - 3.A Committee Chartering
[Newport ParksAC_CharteringDoc.pdf](#)
 - 3.B Project Objectives, Work Plan and Schedule
[Newport Park System MP - Condensed SOW.pdf](#)
[Newport Schedulev4.pdf](#)
 - 3.C Community Engagement Plan Review
[Newport Park System MP - Community Engagement Plan.pdf](#)
 - 3.D Stakeholder Interviews Status Report

[Newport Park System MP - Interview List.pdf](#)
[NewportParksPlan-StakeholderQuestions.docx](#)

3.E Committee Goals and Vision

4. PUBLIC COMMENT

5. NEXT STEPS



ADVISORY COMMITTEE CHARTER

NEWPORT PARK SYSTEM MASTER PLAN

This Charter describes role, ground rules, other meeting protocols, record-keeping and decision-making processes for activities of the Newport Park System Master Plan Advisory Committee.

ADVISORY COMMITTEE ROLE

The Committee's role is to represent a diverse range of interests in providing the consultant and staff with input and guidance necessary to develop a Park System Master Plan that meets the community's needs.

MEETING GROUND RULES

As members of the group, we agree to:

- Treat everyone with respect.
- Listen carefully with the intent of understanding.
- Share the air – let others finish before speaking, and let others speak once before speaking twice.
- Raise issues honestly, clearly and early in the process.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.
- Seek to find common ground.
- Represent individual perspectives or those of members' constituents, while also working towards the goals of the entire community.
- Encourage innovation, be realistic, and focus on solutions.
- Provide guidance to the project.
- Turn off or put cell phones on silent mode.

OTHER MEETING PROTOCOLS

As members of the group, we agree to:

- Attend all meetings and prepare for meetings by reading materials in advance and arriving on time.
- Support the facilitator in ending meetings on time. If agenda items cannot be completed on time, the group and facilitator will decide if the meeting should be extended or if the item can be rescheduled to another meeting.
- Notify staff if we have an unavoidable conflict that requires us to be late or absent. Staff will provide advance notice of meetings and will make every effort to provide meeting materials the group needs for making recommendations in advance of meetings.
- The facilitator may check the pulse of the group through informal quick polling, which can be indicated by the group with thumbs: up for agreement, sideways for neutral, down for disagreement.

DECISION MAKING

Some meeting topics will not require a consensus recommendation or decision but will simply require discussion of comments, concerns and individual perspectives. Where a committee recommendation is needed, the group will use the following process.

- We will work toward consensus, setting aside personal interests to seek the best solution for all stakeholders. (*Consensus is the point at which all members can support the decision as the most viable decision for the group as a whole, even if it is not their personal favorite.*)
- If disagreements occur, the group will explore differing perspectives and find common ground, where possible.
- In those cases where we absolutely need a decision to move forward and have exhausted our consensus options and we've reached an impasse on critical-path decisions, we may poll on options to move forward, and move forward with a two-thirds majority of those present. If this occurs, we will note all viewpoints as we move forward and continue to strive toward resolution of the issue or issues after or between meetings.

RECORD KEEPING

Meetings will be recorded and made available through the city website. Typed meeting summaries will capture outcomes of meeting discussions and will be distributed for review to all committee members. Action items and decisions will be highlighted. Meeting summaries will be marked draft until approved at the following meeting.

CITY OF NEWPORT PARK SYSTEM MASTER PLAN
CONSULTANT SCOPE OF WORK – OUTLINE

*Red text indicates in-progress revisions to Scope of Work

Overall Approach

The consultant shall apply the following philosophies and approaches to the project:

- Each community has its own set of conditions, opportunities and needs. It is essential to think very strategically about how Newport can leverage its unique resources and opportunities on the things that are most important to community members, without duplicating resources or programs that can be provided by others.
- Plans for new or upgraded facilities should be achievable. It is not particularly useful to create a pie-in-the-sky plan that cannot be feasibly implemented with projected or reasonably possible financial resources.
- Community collaboration is essential. Understanding community priorities for specific types of park and recreation facilities is a key foundation for any parks and recreation plan.
- Community support is key. It will be extremely important to develop a plan that Newport’s citizens and decision-makers can stand behind and commit to implementing in a collaborative way.

Phase 1

1.1 Document and Data Review

1.2 Kick-off Meeting, Site Reconnaissance, and Scope Confirmation

1.3 Interviews, Small Group Discussions and Initial Assessment

1.4 Advisory Committee Meeting # 1

Phase 2

2.1 Park and Recreation Inventory

2.2 Overall Goals or Guiding Principles and Level of Service (LOS) Analysis

The Consultant shall assess the current Level of Service (LOS) for City parks and recreation facilities. In doing so, the Consultant shall gather demographic and background information about the City, its residents, population trends, and current and future recreational needs, including recreational market analysis. The LOS also will include an assessment of residents’

access to parks as well as an ADA analysis of each park and recreational facility, including beach access points.

2.3 Initial Community Workshop & Public Project Launch

2.4 Online Open House and Other Engagement Activities

2.5 Advisory Committee Meeting #2 [PROPOSED]

2.5 Identify Opportunities, Constraints and Parks Master Plan Alternatives

The Consultant shall prepare the following materials based on activities conducted in Phase 1 and Tasks 2.1- 2.5:

- Opportunities and Constraints maps and diagrams noting park, recreational facility and trail deficiencies and opportunities to address them.
- Alternative strategies for meeting priority parks and recreation needs, taking advantages of opportunities, and addressing constraints. This may result in 2-3 fully formed alternatives or a number of potentially complementary strategies. This is expected to include a combination of enhancements to existing parks and recreation facilities, development of new facilities, and connections and supporting facilities (trails, sidewalk improvements, signage) to access park and recreation facilities or meet trails planning priorities.

2.6 Advisory Committee Meeting #3

2.7 In-Person and Online Open House and Other Engagement Activities

2.8 Advisory Committee Meeting #4 & [POTENTIAL] Joint Planning Commission/Council Work Session

Phase 3

3.1 Park System Master Plan

The Consultant shall prepare a draft Park System Master Plan that will include:

- Park and Recreation Facilities Inventory
- Level of Service Analysis
- Community Engagement Summary, including Community Needs Assessment
- Park System Goals to be incorporated into the Comprehensive Plan
- Recommendations related to:
 - Improvements to existing parks
 - Preferred alternatives, including rationale for choosing selected designs
 - Park and trails expansion and parkland acquisition

- Urban forests, ecological landscaping, and green infrastructure
- Tree Plan (City created) incorporation
- Park Design Guidelines (including “mock-ups” & renderings, as needed)
 - Planting palette appropriate for Newport’s coastal climate
 - Design standards and Tool Kit
- Concept sketches for priority projects
- Maintenance requirements (ongoing and projected)
- User fees and financing strategies
- Suggestions for affordable access to recreational facilities for low income households

3.2 Capital Improvement Component

- Prioritized list of park system projects, with planning level cost estimates, for the 20-year planning period
- Land acquisition recommendations for parks, trails, and open space
- Operation, maintenance, funding and implementation strategies, including:
 - Project priorities
 - Volunteer opportunities (e.g. community gardening, trail building, “adopt-a-park”/friends of)
- Funding sources
- Goals, policies, and strategies related to management and development of the City’s park system

3.3 Online Survey






















The Consultant shall work with the City to conduct an online survey to gather comments about the projects and potential funding strategies identified in the Capital Improvement Component, as well as other elements of the Draft System Plan.

3.4 Advisory Committee Meeting #5 and Incorporation of Feedback & [POTENTIAL] Joint Planning Commission/Council Work Session

3.5 Advisory Committee Meeting #6 [will be added to scope, if needed]

3.6 Plan Adoption

NEWPORT PARK SYSTEM MASTER PLAN

ACTIVITY		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
1.0	PHASE 1 <ul style="list-style-type: none"> Project Initiation Goals & Objectives Communications & Outreach Strategy Background Research 	 										
2.0	PHASE 2 <ul style="list-style-type: none"> Park and Recreation Inventory Planning Analysis Alternatives Recommendations 			   	   	 						
3.0	PHASE 3 <ul style="list-style-type: none"> Park System Master Plan Capital Improvement Component Plan Adoption 							 				 

LEGEND	Task Duration	
	Stakeholder Interviews	
	Advisory Committee Meeting	
	Community Open House / Workshop	
	Online Open House / Survey	
	Community Engagement	
	PC/CC Work Session or Hearing	



CITY OF NEWPORT PARK SYSTEM MASTER PLAN

COMMUNICATIONS AND OUTREACH STRATEGY

This document provides a working list of the public involvement activities proposed as part of the Newport Park System Master Plan. It is intended as a living document and may be updated as the project progresses.

Understanding community priorities for specific types of park and recreation facilities is foundational for any parks and recreation plan, and community collaboration and support will be essential to the success of this project. Additionally, it will be extremely important to involve Newport's residents and decision-makers early and often throughout the project in order to develop a plan that can be successfully implemented.

This public involvement strategy will define the following:

- Desired project outcomes and objectives
- Key messages
- Stakeholders
- Tools for meeting key objectives and involving specific stakeholders
- Responsibilities of the Consultant and City Staff

Project Background and Overview

The City of Newport adopted its current Park System Master Plan in 1993. In the 25 years since, the City has experienced population growth and shifts in demographics, expanded its Urban Growth Boundary (UGB), made upgrades and additions to its parklands, constructed a large recreation and aquatic center, and expanded its recreational programming.

In 1990, sixteen percent of Newport's population was 65 years or older. Today this age group makes up around one fourth of the City's population. Additionally, the number of Newport residents who identify as Hispanic or Latino has almost doubled since the year 2000, currently comprising around sixteen percent of the City's population. Over twenty five percent of Newport's youth (age 19 and under) are Hispanic or Latino, and one half of Newport's households are renters. In conjunction with a comprehensive public engagement program that assesses the future park and recreation needs and preferences of the community as a whole, doing targeted outreach to engage these groups will be a critical component of the planning process.

The City of Newport recently underwent a visioning process that indicated strong community support for engaging residents in identifying priorities and future needs related to open space,

trail, and park and recreation assets. Newport's 2040 Vision identifies further development of an integrated multi-use trail system that connects neighborhoods, visitor destinations, open spaces, and natural areas as a top tier priority. The Vision also identifies the need to make recommendations for future park upgrades, planning, and development with particular attention paid to cultivating sustainable funding streams for maintenance.

Desired Outcomes and Objectives

- Developing a set of overarching park and recreation goals and guiding principles: a Vision for the park and recreation system
- Increasing the recreational value of existing parks, including conceptual designs for underdeveloped spaces
- Identifying areas underserved by parks, trails, and recreation facilities and proposing new parks, trails, and recreation facilities for serving them
- Developing a management plan for open space and passive recreational areas
- Recommending effective strategies for integration, siting, design and management of new and upgraded amenities
- Recommending effective strategies for funding, operations, maintenance, and implementation related to management and development of the City's park system
- Identifying ways to increase energy efficiency and enhance natural resources associated with park and recreation maintenance and operations
- Identifying ways to reduce ongoing maintenance requirements and costs for each of the City's parks, open spaces, and recreational facilities

Key Messages

These key messages summarize the **what, who, when, where, why,** and **how** of the process, and constitute the basic talking points when communicating with the public about the project. The entries below are a first draft for early phases of the process—they will change and expand as the project evolves.

- **What:** The City of Newport is evaluating community priorities, future needs, and sustainable funding sources for the City's open space, trail, and park and recreation assets through the development of a new Park System Master Plan.
- **Who:** All residents of and visitors to Newport are encouraged to participate in the planning process and will have many opportunities to give input at meetings, community events, workshops, and online activities over the coming months. Regional recreational partners will also be engaged in creating the plan.
- **When:** The planning process began in June of 2018 and will conclude in the spring of 2019.

- **Where:** The plan area includes Newport's City Limits and Urban Growth Boundary (UGB).
- **Why:** To implement the community's vision for parks and recreation and to reflect current conditions and future needs related to demographics, recreational trends, land availability, funding capacity, and partnership opportunities.
- **How:** Through an interactive community-driven process that identifies existing conditions, park and recreation needs and desires, demographic and recreational trends, alternative approaches to meeting current and future needs, and a preferred path forward.

Stakeholders

City staff will identify a list of project stakeholders such as community leaders, organizers, and/or affiliates of local community groups to build an initial assessment of park and recreation opportunities, challenges, existing conditions, needs, trends, and goals through small group discussions.

Possible participating groups could include the following:

- Newport Bicycle and Pedestrian Advisory Committee member(s)
- Newport Parks and Recreation Advisory Committee member(s)
- Newport Public Works and Parks Maintenance staff
- Sports teams and players of all ages
- Oregon Parks and Recreation Department
- Trails advocates
- Skate park advocates
- Wilder and Wolf Tree Resort representatives
- Latino community
- Environmental groups
- Youth
- Lincoln County School District
- Lincoln County Parks Department
- City Beautification Committee
- Cyclists
- 60+ community
- Open space and conservation advocates

The Consultant will conduct up to 10 interviews and two group discussions with key community stakeholders. Each group should include no more than five (5) people if possible. Meetings will last for about 45 minutes, with a 15-minute break; if possible, all meetings should occur in the same place. The summary of results will focus on common themes, as well as the needs of specific types or groups of community members. Interviews will take place during the same trip to Newport as the Project Kickoff Meeting and Initial Site Visit conducted during the first phase of the project. Some meetings will be conducted by phone if participants are not available during this time. City staff will identify, schedule and organize meetings with the stakeholder groups and may conduct selected interviews or small group meetings.

Advisory Committee

The City will establish a Project Advisory Committee, and City staff will be responsible for arranging meeting venues, preparing meeting minutes, and distributing meeting materials to Advisory Committee members. The Consultant will develop agendas, prepare additional meeting materials, travel to, and help facilitate no fewer than four Advisory Committee meetings during the course of the project. Agenda topics for meetings will include:

Meeting 1

- Committee introductions and Chartering, including group decision-making
- Scope and schedule review and discussion
- Interviews and outreach discussion and input
- Communications and Outreach Strategy
- Park and recreation priorities that will be used to craft a set of goals and objectives or guiding principles for the Park System Master Plan

Meeting 2 (proposed)

- Level of service analysis
- Recreation assets and needs
- Opportunities and constraints
- Results of Community Workshop and Online Open House

Meeting 3

- Master Planning Alternatives
- Priority or preferred alternatives

Meeting 4

- Results of the in-person and Online Open House and other outreach activities

- Resulting recommendations regarding preferred strategies or alternatives for meeting park and recreation needs

Meeting 5

- Review Draft Parks and Recreation Master Plan
- Advise on preparations for the adoption process

Meeting 6 (if needed)

- Review final revisions to Parks and Recreation Master Plan and Capital Improvement Component

Advisory Committee meetings should be open to the general public and each meeting will include time at the beginning and/or end of the meeting for public comment. In addition to these meetings, the Consultant will work with City staff to solicit additional comments on the Draft System Plan and Capital Improvement Component via email. This process will include the following activities:

- Summarize online survey responses and suggest any resulting revisions to the draft System Plan.
- Ask Advisory Committee members to review the draft System Plan, draft Capital Improvement component, and list of potential revisions and note any other suggested revisions via email in advance of an Advisory Committee meeting.
- Consolidate Advisory Committee comments and present a list of potential resulting revisions at an Advisory Committee meeting; focus discussion on any inconsistencies between changes suggested by different committee members.
- If needed, conduct a separate meeting to agree on a final list of changes (not included in the current budget and scope of work).

Community Events

Community Workshop and Open House

The Consultant will conduct a public workshop that serves as a public project launch, to provide the community with an overview of the purpose, scope, and schedule of the project. The workshop will take place during the same day or the day following Citizen Advisory Committee Meeting #2 and will be a forum for participants to provide information about park and recreation assets and needs, and to identify opportunities and constraints that they see relative to the project's objectives. The public also will review the draft Overall Goals and Guiding Principles during the workshop. The Consultant will draft a summary of public comments provided during, or within one week of, the meeting date. The City will make meeting arrangements, including public notice.

The Consultant will conduct a community open house to review Master Planning Alternatives prepared during the second phase of the project, including potential refinements identified by the Advisory Committee. The second open house will be conducted in conjunction with Advisory Committee Meeting #3. City staff will make logistical arrangements for the open house and help publicize it.

Online Open Houses

The Consultant also will conduct two Online Open Houses to allow for a wider range of community members to review and weigh in on the alternatives. The Online Open Houses will coincide with the two Community Open Houses and will essentially mimic those events in terms of the materials presented and questions asked. The Online Open Houses will be activated on the day of each in-person Open House and be open for approximately one week to 10 days after those events. In addition, an online survey will be conducted during the third phase of the project to gather feedback on the proposed Capital Improvement Program and draft Master Plan recommendations.

Community Group Meetings or Events

To supplement initial stakeholder meetings, Advisory Committee meetings, and in-person and online community workshops and open houses, the City may conduct additional community meetings or engagement activities with specific community groups or populations. Some of these meetings may be targeted at reaching typically underserved or difficult-to-reach groups such as young people, Latino community members, low income households, renters, or people with disabilities. Additional engagement activities could include:

- **Conduct additional meetings with key community groups or populations**, including outreach to the Latino community and presentations to individual community groups. The Consulting Team will provide a “speakers bureau” kit for these meetings, including handouts, talking points, comment forms, or project contact “business cards” with the project title, webpage URL, and staff contact phone number and email address.
- **Conduct youth activities in coordination with the school district**. This could include either one or more school-wide activities built into the curriculum or more ad-hoc meetings with student leaders at the middle school or high school. Activities could range from small group mapping exercises, an art contests focused on drawing or modeling the ideal park, or presentations at school open houses or PTA meetings.

Other Tools for Meeting Key Objectives and Involving Specific Stakeholders

Additional strategies for informing and engaging with stakeholders include:

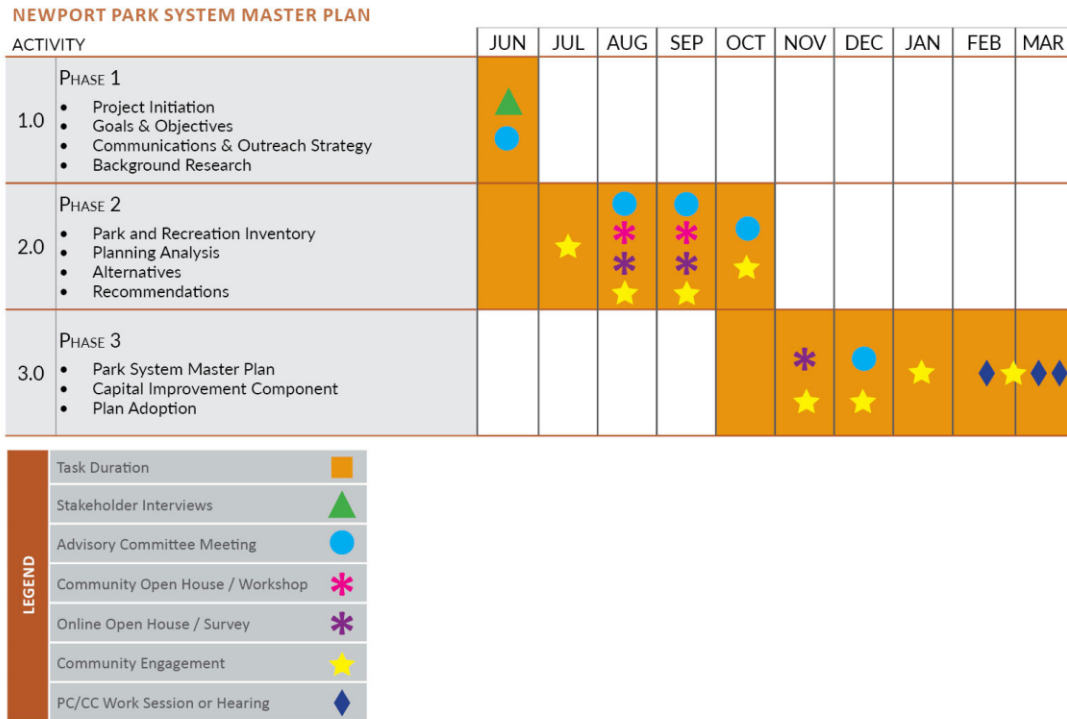
- Provide email updates about the project to community members. Email updates could be distributed every 1-2 months or prior to a major community meeting or event to help

update interested citizens on the project's progress. This could be done through existing email lists created and maintained by the City or other community groups, or through the establishment of an interested parties email list specific to the project that would be maintained by the City.

- Use the City's social media platforms to disseminate information about the Plan and encourage Advisory Committee members and partnering agencies to also use their social media networks to inform people about the process and encourage their participation.
- Work closely with the *Newport News Times* and other local media outlets to publish articles, public service announcements, or other features about the planning process.
- Staff a booth or table at local public events, fairs, festivals, or farmers markets to distribute information and flyers about the project and establish familiarity with community members. Where these events occur in advance of project meetings or open houses, flyers with information about the upcoming project events can be distributed to encourage other community members to attend. Links to open project surveys should also be included.
- Build on the social networks of existing community groups to disseminate information about the project and engage a wide range of community members. Community groups and venues to reach out through could include:
 - Newport Chamber of Commerce
 - Newport Walking Club
 - Newport Farmer's Market
 - OSU Extension "Walk with Ease"
 - Newport Booster Club
 - Newport Recreation Center
 - Newport 60+ Center
- Work with local church pastors to organize one or more meetings with parishioners at a church.
- Conduct "intercept surveys" at local community events, particularly festivals or other events attended by Latino community members.
- Use online surveys or questionnaires and work with individual apartment building managers to disseminate information about the survey and encourage participation.
- Work with local motels, hotels, and other lodging and visitor-oriented businesses to assess park and recreation needs and priorities for tourists and visitors.

Community Engagement Timeline

The following timeline illustrates the approximate schedule for conducting the activities described in this Plan.



PARK SYSTEM MASTER PLAN – PHASE 1 INTERVIEW LIST

NAME	ORGANIZATION/AFFILIATION
60+ Focus Group	
Dick Beemer (phone)	Trails
Jason Nehmer/ Skate Park User Interviews	Newport Skate Park
Jim Protiva	Newport Parks and Recreation Director
JoAnn Barton	Open Space
Preson Phillips	Oregon Parks and Recreation Department
Tim Gross	Newport Public Works Director
Tim Kaufman	Lincoln County School District Facilities Manager
Tom Hurst (phone)	Central Coast Soccer President
Trails Focus Group	
Jim Guenther (phone)	Newport Park Maintenance Supervisor
Don Davis	Former City Manager
Bonnie Serkin & Will Emery	Wilder, Wolf Tree Destination Resort
Charlie Plybon	Surfrider
Newport Parks & Recreation Advisory Committee	
Newport Bicycle & Pedestrian Advisory Committee	



Park System Master Plan

Stakeholder Interview Questionnaire

Interviewee: _____ Interviewer: _____

Date: _____

A new and improved plan to guide the future development and enhancement of existing and future city parks, trails, recreational facilities and natural areas in Newport is underway. The City of Newport is updating its Park System Master Plan. The City has hired a consulting team led by the planning firm Angelo Planning Group, in partnership with landscape architecture firm GreenWorks and economic analysis firm ECONorthwest, to assist with this project. Project team members are conducting a series of interviews with community stakeholders to identify key park and recreation goals, needs, and issues to consider in preparing the Master Plan. Your participation in these interviews is very much appreciated! We'll take notes, but appreciate your written comments if you would like to provide them. Please answer the following in the lines below and in the space on the back.

1. How do you or your organization currently use park and recreational facilities in Newport?

(more space on back)

2. What types of parks and open space related activities are most important to you (e.g., walking on improved trails, walking in natural areas, swimming or other indoor recreation, outdoor organized sports (soccer, baseball, etc.), bicycling, family or community gatherings, etc.)?

3. What are the aspects or components of the park system that work well currently that we should preserve and maintain?

4. Currently, what is missing from the park system? (either missing altogether or missing in specific geographic areas of the community) _____

5. Are specific parks/facilities in need of repair or improvements? What types of improvements do they need and how would these improvements help your organization better use the system? Are there targeted or modest improvements that could be made a low cost that would improve the quality or usability of certain parks

6. How can the City best partner with your group or others to use, improve and maintain the park and recreational system? Please suggest new opportunities for co-use or programming of specific facilities. _____

7. In 20 years, what do you envision for the Newport Parks system and what role will your organization plan in achieving that vision?

8. Who else should we talk to or involve in this project as we move forward?

9. Do you have any additional comments:
