

Parks and Recreation Advisory Commission

Meeting Minutes

Wednesday, Jan. 24, 2024

4:30 p.m.

Vancouver City Hall

Aspen Room

415 W. 6th Street

Vancouver, WA

Commissioners Present:

Haygood, Fletcher, Wille, and Otto

Commissioners Absent:

Thompson, Panter, Piland, Robbins, and Kuntz

Staff Present:

Perlick, Cook, Gutierrez, Snyder, Guzman, Burton, Stokke, Meade, Brosius, Donovan, Heath, C. White, Nilo, Hull, and Tubberville

Guests:

None

Item 1: Call to Order

Chair Haygood called the Parks and Recreation Advisory Commission (PRAC) special meeting to order at 4:35 p.m. in Aspen Room at Vancouver City Hall and online via Microsoft Teams. Thompson, Panter, Piland, Robbins, and Kuntz were absent.

Item 2: Approval of Minutes

PRAC approved the November 15, 2023, meeting minutes by consensus.

Item 3: Public Comment

None presented.

Item 4: Parks and Recreation Program Overview

Perlick led brief introductions for the new commissioners and announced

Members

Jayne Haygood

President

Angilo Fletcher

Vice President

Jeremy Robbins

Mathew Kuntz

Jenny Thompson

Stephen Wille

Kerry Otto

AJ Panter, VPS

Cale Piland, EPS

Vacant, Parks Foundation

**Parks, Recreation and
Cultural Services
Department**

P.O. Box 1995

Vancouver, WA 98668

360-487-8311

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Alicia Nilo | 360-487-8311 | TTY: 711 | parksrecculture@cityofvancouver.us

the retirement of Park Development Services Manager, Julie Hannon.

Perlick gave an overview of the guiding policies, divisions and key projects, the role of the Parks and Recreation Advisory Commission. The presentation outlined Council priorities, City values, community goals in the Comprehensive Plan, and best practices that guide the work of the department.

A breakdown was provided for the four divisions within Vancouver Parks, Recreation and Cultural Services (PRCS), including key projects in 2024, strategic planning goals, managing staff, team roles, facilities, assets, and additional oversight within each division. The divisions include:

- Parks Division – Acquire, develop, and maintain parks, trails, and natural areas.
- Recreation Division – Aquatics, sports, fitness, and social connections for all ages.
- Cultural Services Division – Special events, volunteering, community gardens and park permits.
- Administrative Division – Performance metrics, support, and communication for all divisions.

The presentation underlined the Commissioner role and PRAC duties, which include advising department staff, making recommendations to City Council, advocating for park and recreation issues among decision makers, connecting with community members and providing information about PRCS. Haygood recommended outreach and engagement with City Council as a successful way to support and educate.

An open discussion was held regarding ways to get involved. Haygood encouraged visiting parks, grand openings, and Community Centers, as well as sitting on strategic subcommittees to offer insights on a variety of community projects.

Improved communication was highlighted as a department focus of 2024. Haygood noted the effectiveness of community feedback and engagement as a means involving the community in the park development process. Wille remarked on the continued room for growth in communication between different departments throughout the City.

Commissioners were invited to share about themselves via prompts for open discussion. Commissioners shared about what inspired them to join PRAC and how they hope to improve the community through their role.

Staff gave brief introductions and background on their roles. New commissioners were encouraged to approach staff with any questions during the meet and greet.

Item 5: Director's Report

Perlick highlighted upcoming events:

- Waterfront Gateway Plaza Design Open House from 5-7pm on Thursday, February 1
- Raymond E. Shaffer Community Park Master Plan Open House from 10am-12pm on Saturday, February 3
- Online Survey for Community Feedback on Bagley Park (closes January 31)
- Family Valentine's Ball on February 9 and February 10
- MLK Day of Service has been rescheduled to February 17th due to inclement weather
- Washington Recreation and Parks Association conference is happening May 21-24

Haygood will be attending a VIC neighborhood community meeting on January 29.

Perlick announced that at the end of December, PRCS was honored with the inaugural Accessibility in Action Award for 2023.

Item 6: Chair Report

Haygood thanked PRCS staff for their efforts during the storm cleanup in mid-January.

Item 7: Open Discussion & New Business

None presented.

Item 8: Meet and Greet

PRAC Commissioners and PRCS Staff shared about their backgrounds and current involvement with the department.

Item 9: Vancouver Public School Report

None presented.

Item 10: Parks Foundation Report

None presented.

ADJOURNED

This meeting adjourned at 5:41 p.m.

STAFF REPORT

TO: Parks and Recreation Advisory Commission **DATE:** 2/21/2024
FROM: Roman Gutierrez, Parks, Recreation & Cultural Services Department

Subject: Raymond E. Shaffer Community Park Master Plan

Key Points:

- Raymond E. Shaffer Park is a 10-acre, undeveloped park located in park district B, served by the newly-formed Walnut Grove Neighborhood Association.
- The site at one time had two houses, with the first house built in 1920 and demolished 2021, and the second built in 1935 and demolished 1981. The Shaffer family used the land as a small hobby farm including a small orchard, family garden, and chinchilla farming. Mr. Shaffer, an arborist at heart, planted the majority of the trees currently on site that created this ideal location for a future park in a growing high density area.
- The land was acquired from Edith Shaffer in 2010 for a future community park, with the condition that the park be named after her late husband, Raymond. A portion of the land was open to the public as urban natural area, with approximately 1.5 acres subject to a life estate until terminated in 2020, following Mrs. Shaffer's passing.
- Raymond E. Shaffer Community Park was purchased by Vancouver-Clark Parks and Recreation in 2010. The park is located in what was at that time, a shared city-county Park Impact Fee (PIF) District. The purchase was funded through a proportionate share of city and county PIF funds, although the deed was held by Clark County.
- The joint Clark-Vancouver Parks and Recreation Department was dissolved in 2013. In 2014, the City purchased the County's financial interest in the property for full fee simple interest in the property, for future community park development.
- Raymond E. Shaffer is currently an undeveloped park. The goal is for it to become a developed "Community Park." Community Parks are larger than Neighborhood Parks. They have a 1.5 mile service area and offer unique amenities that users will drive for, which requires additional support facilities like parking and restrooms.
- The site currently has an open grass field, large evergreen trees forming a grove in the center of park and rows along the edges, and a popular chip loop trail and benches. It is relatively flat, with access from the south at NE 58th Street, north at NE 78th Avenue and northwest at NE 60th Street.
- This presentation is seeking approval for a park "master plan." A master plan is a big vision for the design and use of a park. For a large community park, like Raymond E. Shaffer, the master plan may be built in phases due to available funding or other site considerations. When master plans are built in phases, the community helps prioritize what gets constructed when. A master plan also makes a park eligible for grant funding. Creating and approving a master plan is an important first step in the long process of turning an undeveloped park into a fully developed and active hub for recreation.
- A comprehensive, 2-year community engagement campaign informed the master plan design and phase 1 construction plan that is being presented today.

- People participated in community engagement activities both online and in-person. Materials were provided in English, Spanish, Russian and Ukrainian.
- The community broadly supports the master plan being presented today and is excited for phase 1 construction to begin, pending PRAC approval.

Objective:

Vancouver Parks, Recreation & Cultural Services seeks to expand the recreation opportunities offered at Shaffer Park to the Community Park level. The Raymond E. Shaffer Community Park Master Plan was developed through a comprehensive, two-year community engagement campaign. It outlines additional amenities and improvements to serve the recreational needs of the community. The proposed master plan will expand passive and active recreation opportunities at Shaffer Park and fill an existing gap in the park system. The presented plan also outlines the first phase of construction, based on the amenities selected by community members to serve the broadest group of park users.

Strategic Plan Alignment:

Transportation and Mobility

- Support development of a safe, future-ready and convenient transportation system that offers affordable and climate friendly options for people to get where they need to be.

Vibrant and Distinct Neighborhoods

- Offer a variety of accessible places and spaces to interact and enjoy nature, art, culture and community.

Climate and Natural Systems

- Environmental stewardship and efforts to address climate change to ensure everyone has a sustainable future.

High Performing Government

- The City is reliable, fiscally responsible, equitable and open to compromise.

Present Situation:

Amenities currently offered at Shaffer Park include a chip loop trail with benches around grassy open areas and groves of large evergreen trees. To upgrade Shaffer Park to the community park standard, a master plan was developed that provides additional amenities and improvements. Through a 2-year community engagement campaign (in-person and online), the master plan has been refined to include: a large paved loop path with pedestrian lighting, fully inclusive play area, splash play area, sport courts, dog off-leash area, two Portland Loo restrooms, two picnic shelter areas, pavilion, soft-surface loop trail, bike pump track, nature play area, native planting areas, meadow with mounds and street frontage improvements.

Throughout the master plan process, the community has prioritized maintaining the natural setting of Shaffer Park to whatever extent is possible. It is considered a green oasis in a rapidly-developing part of the City, and there is a strong desire to maintain that feeling. Safety, comfort and accessibility were also identified as high priorities by community members. There was community concern around the size and location of the parking lot required to serve a developed community park. PRCS worked closely with the City's Transportation and Community Development

Departments to provide the most direct and accessible street frontage along NE 58th Street. The street frontage would include: widening the road along the park to accommodate parallel parking including accessible spaces, a bike path pulled into the park elevated from the road, sidewalk and street lighting. These street improvements were presented to neighbors at the final open house to ensure the plan met the park needs while responding to community concerns. There was broad appreciation for the planned street improvements, especially the sidewalk and bike lane components.

Complete implementation of the master plan will happen in phases, as funding becomes available. PRCS has worked with the community to outline the first phase of development, which will include a variety of amenities that will maintain and enhance the site's natural features while inviting more people to use the park. Phase 1 development is anticipated to include: street frontage improvements along NE 58th Street, large paved loop path with pedestrian lighting, dog off-leash area and a nature play area. Construction is anticipated to begin on Phase 1 development in early 2025.

Advantage(s):

- Expands recreation opportunities at the park
- Enhances the natural beauty of the site and expands on the existing natural resource assets
- Enhances accessibility to the site and provides a fully inclusive play area
- Fills an existing park service area gap with a high level of service

Disadvantage(s):

- Requires increased maintenance support

Budget Impact:

The approved 2023-2024 Biennium Budget includes \$2.44M for the development of Raymond E. Shaffer Community Park. The master plan is estimated to cost approximately \$12M. Development would be phased to not exceed the \$2.4M allocated for Shaffer Park through 2025. Master plan and Phase 1 development better positions us to pursue grant opportunities for future phases.

Action Requested:

Move to approve the Raymond E. Shaffer Community Park Full Site Master Plan and corresponding phase 1 construction plan.

Attachment(s):

02.03.24 Shaffer Master Plan Boards (PDF)

02.21.24 PRAC Presentation – Shaffer Park Master Plan (PDF)



To request other formats, please contact:
City Manager's Office
(360) 487-8600 | WA Relay: 711
Amanda.Delapena@cityofvancouver.us

GUIDING PRINCIPLES



Restorative Experiences in Nature



Focus Activity Near 58th Street



Playful Pathways



Structured Play for All Ages



Lighting to Increase Park Safety



Accessibility for All Ages and Mobility Levels



Safety and Comfort



Invite Dogs

COMMUNITY ENGAGEMENT PROCESS



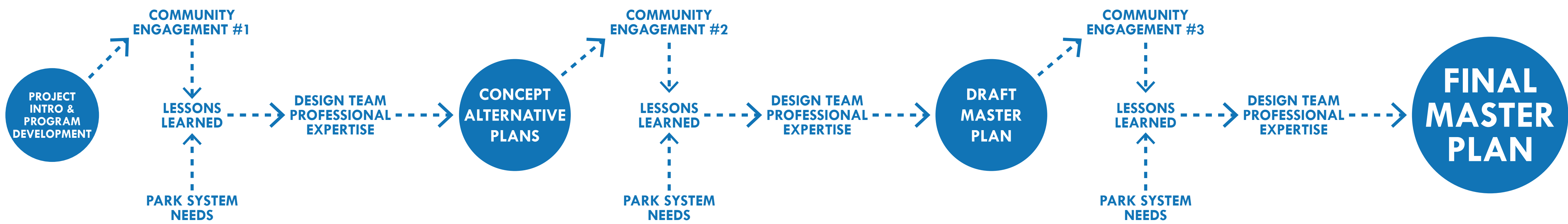
Community Engagement Open House - Spring 2022



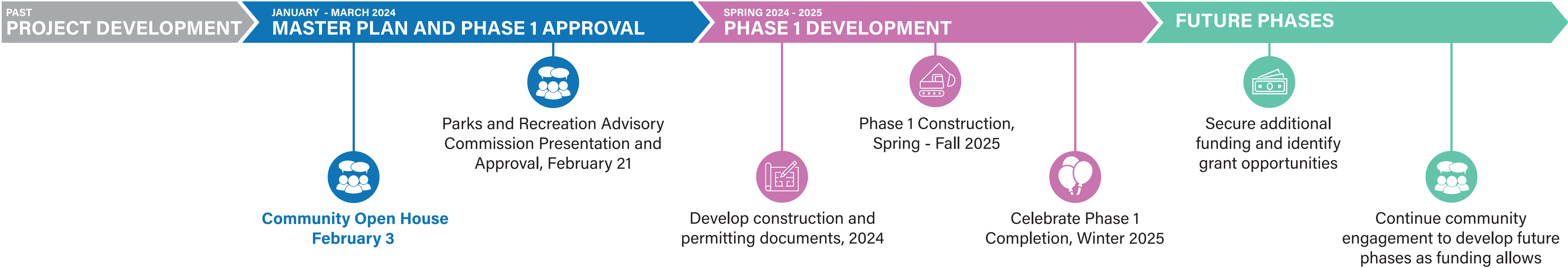
Community Engagement Design Workshop - Spring 2023



Community Engagement Open House - Summer 2023



PROJECT SCHEDULE



MASTER PLAN



A Paved Walking Loop with Street Connections and Benches



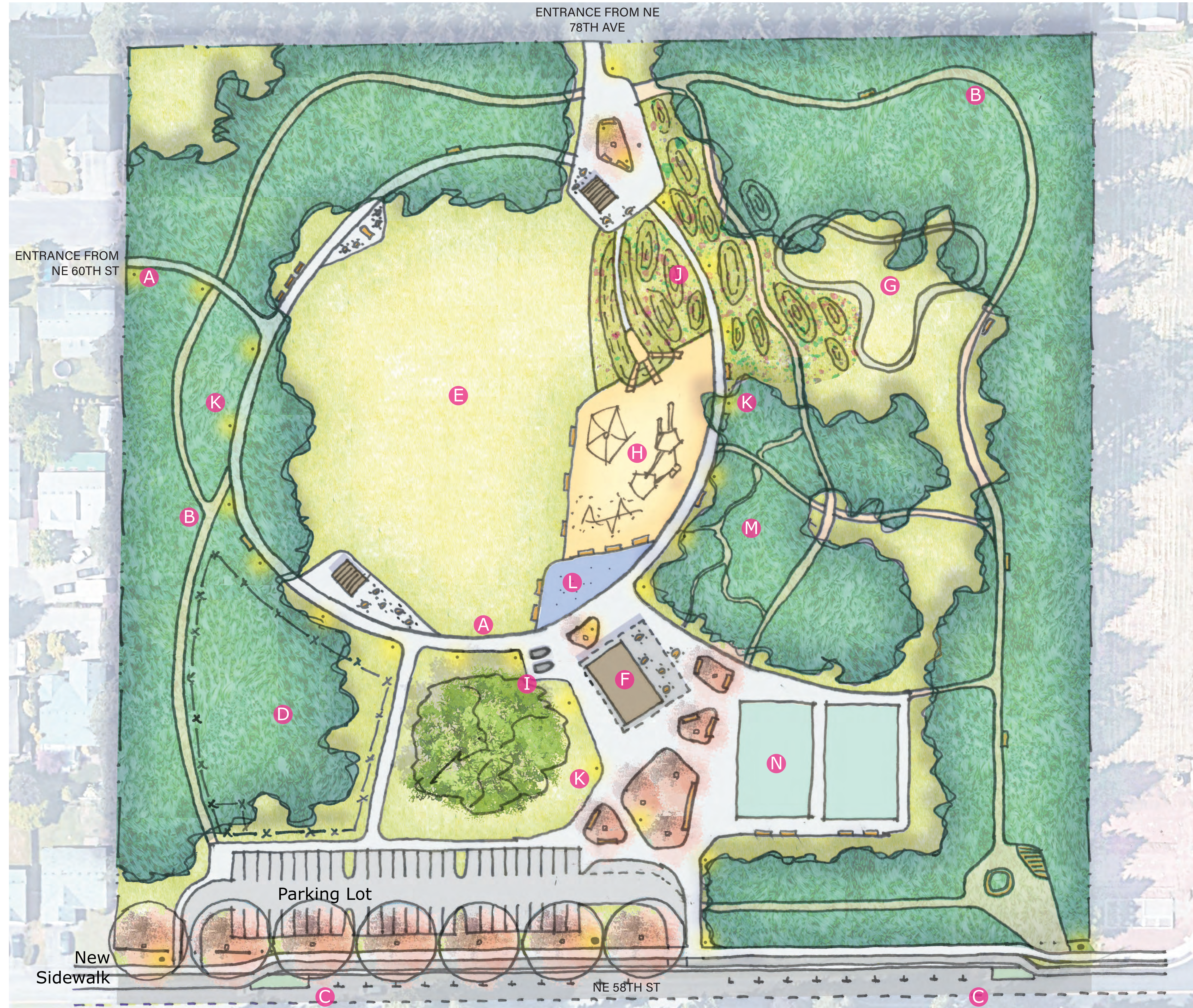
B Crushed Rock Path and Benches



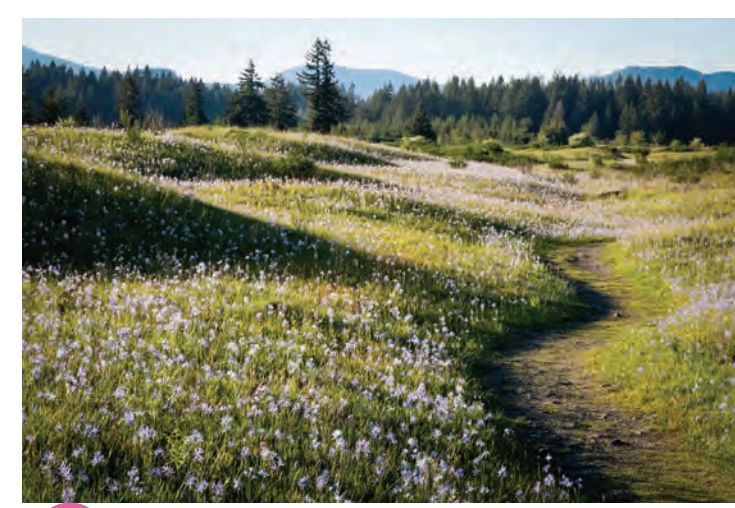
C Street Parking, Curb, Bike Lane, Sidewalk, Street Lights and Stormwater Planters



D Fenced Off-Leash Dog Area



I Restrooms



J Meadow Mounds



K Path Lighting



L Water Play



M Forest Play



N Sport Courts



E Event Lawn



F Pavilion



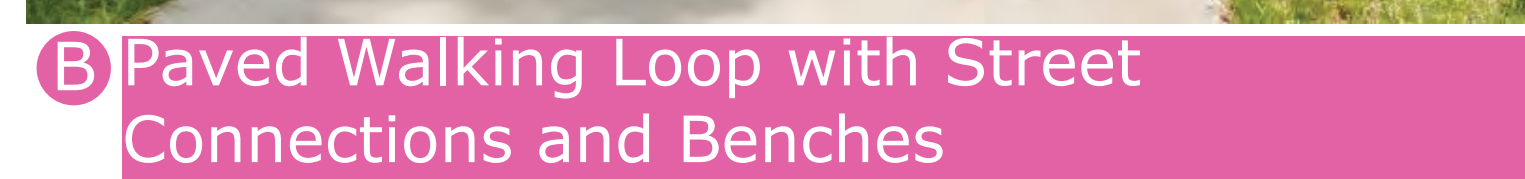
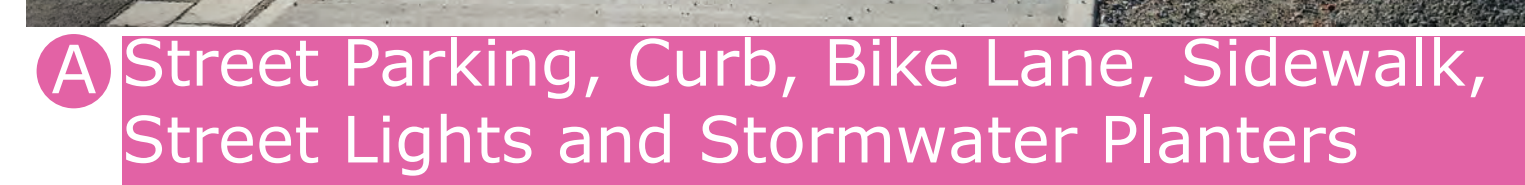
G Bicycle Pump Track



H Accessible Playground



PHASE 1 PLAN

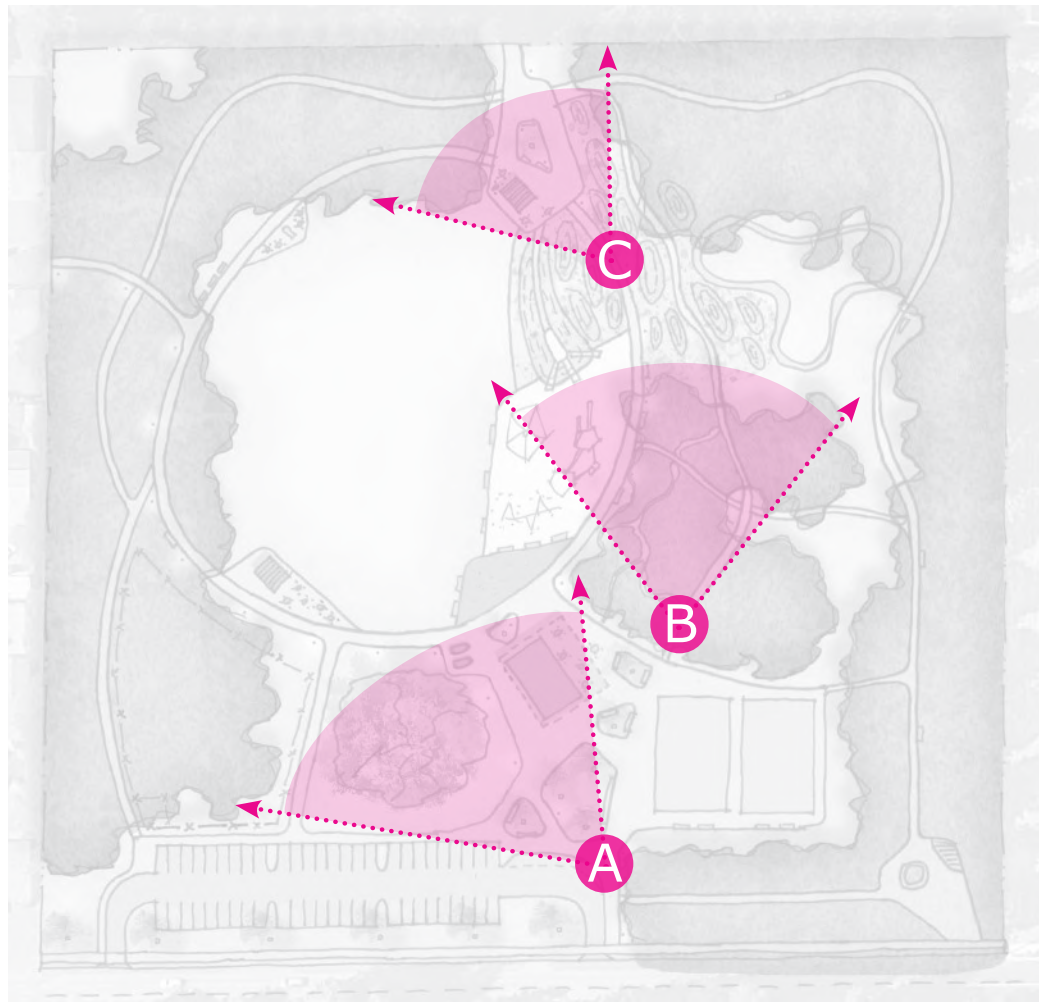




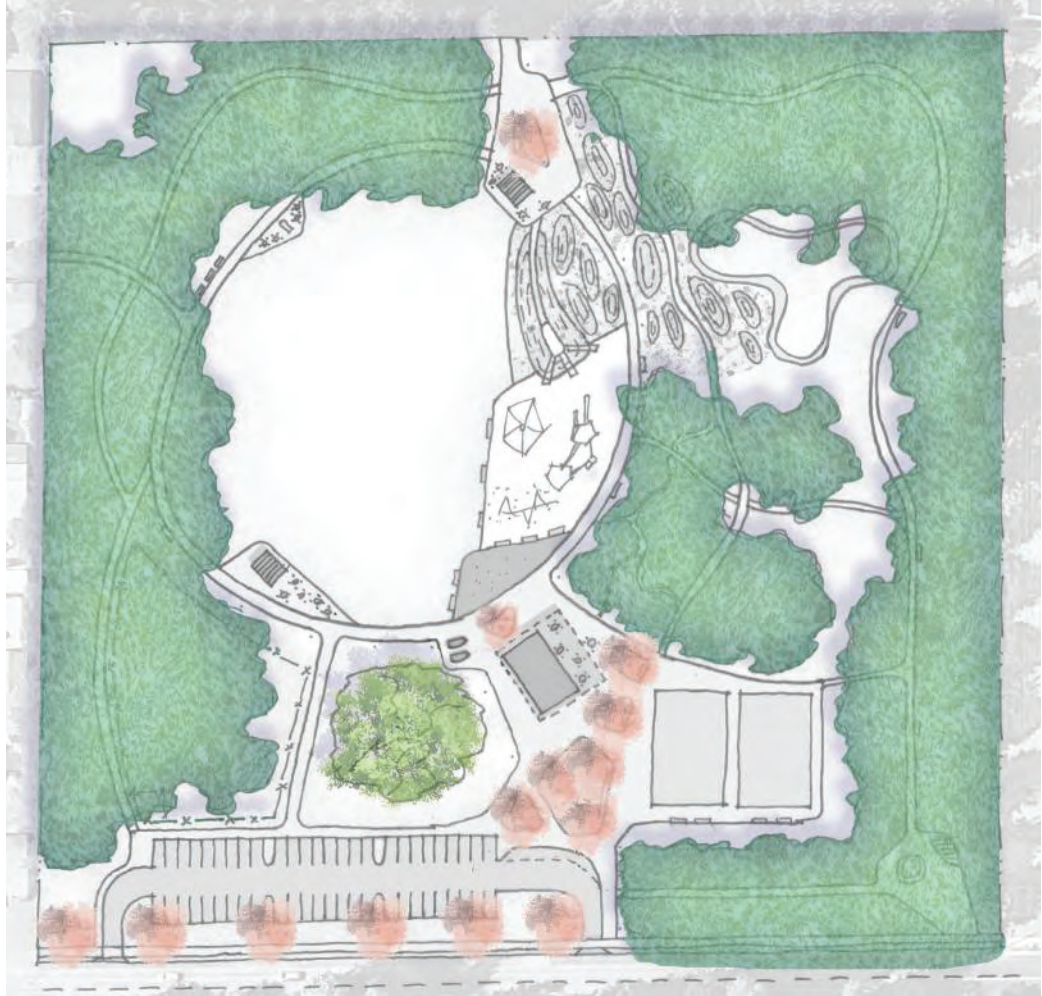
MASTER PLAN



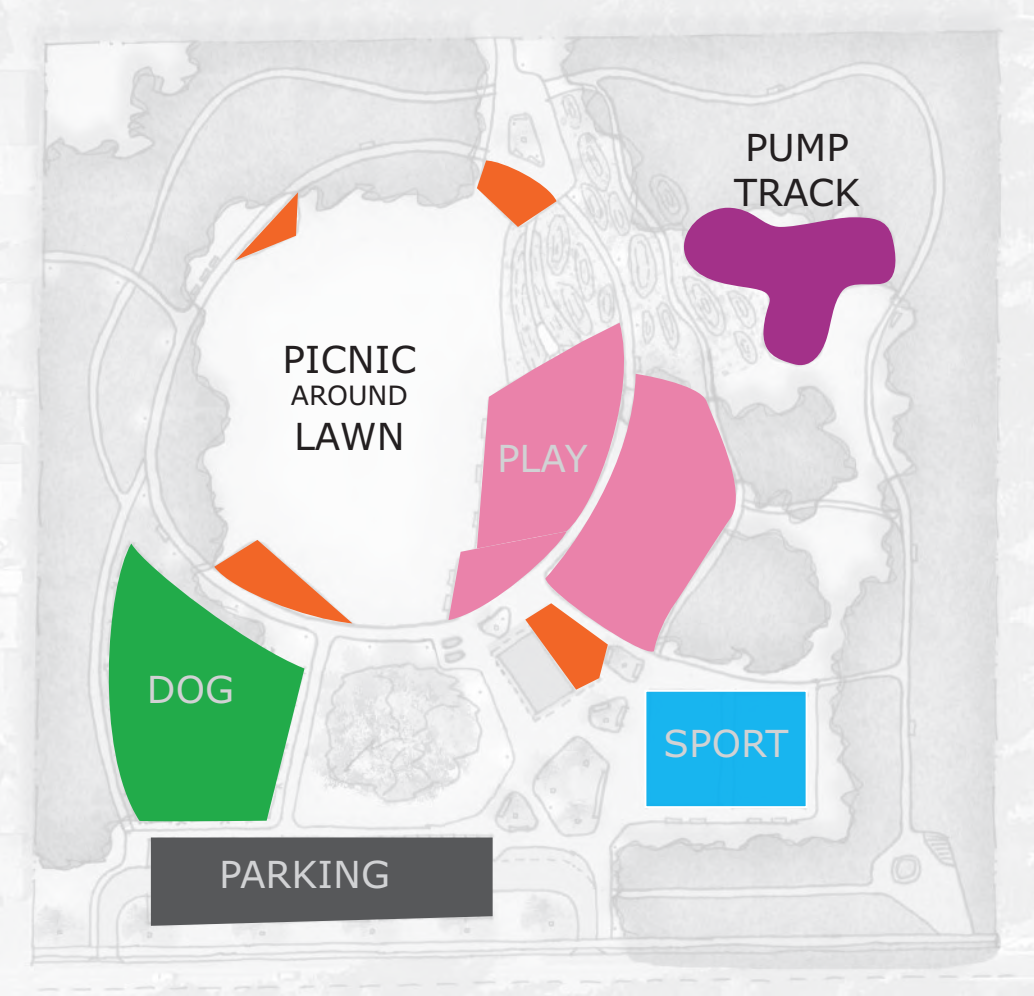
A Looking across the entry plaza, past the pavilion, to the large lawn beyond.



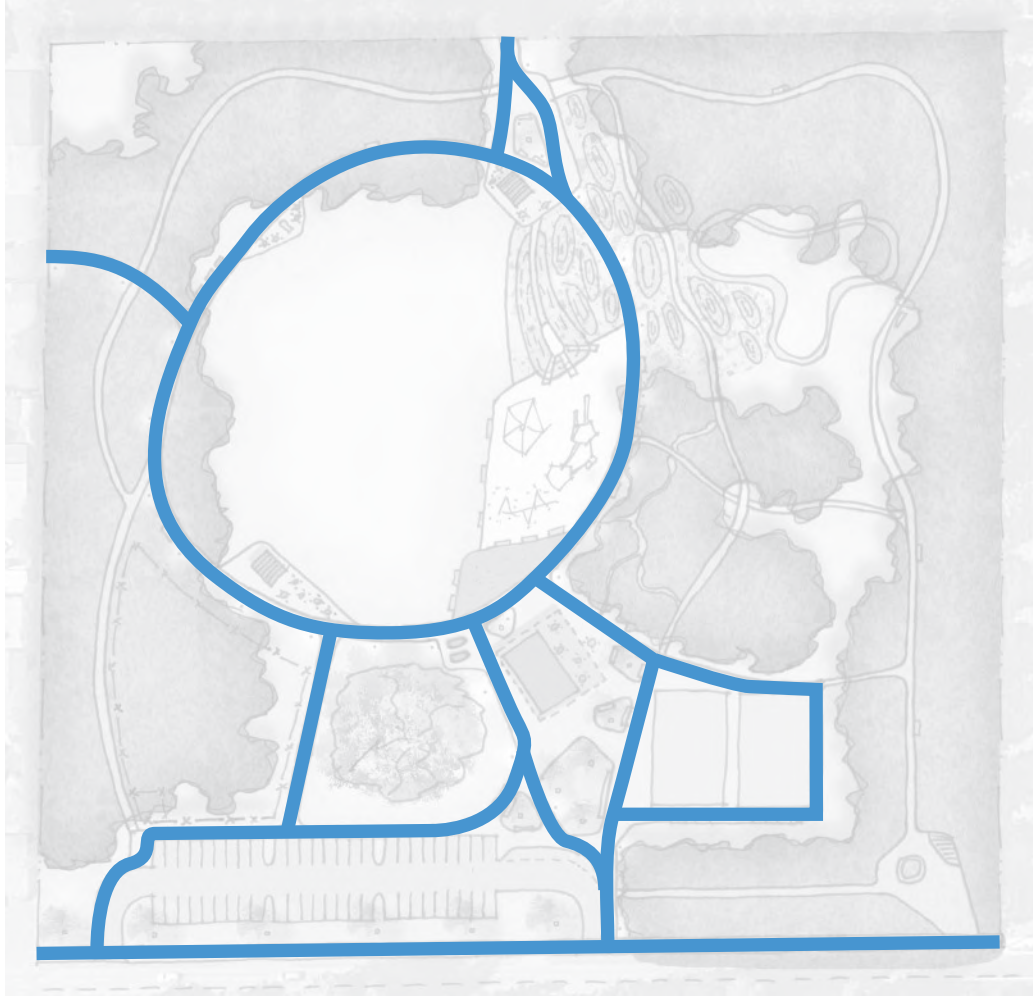
Key Plan



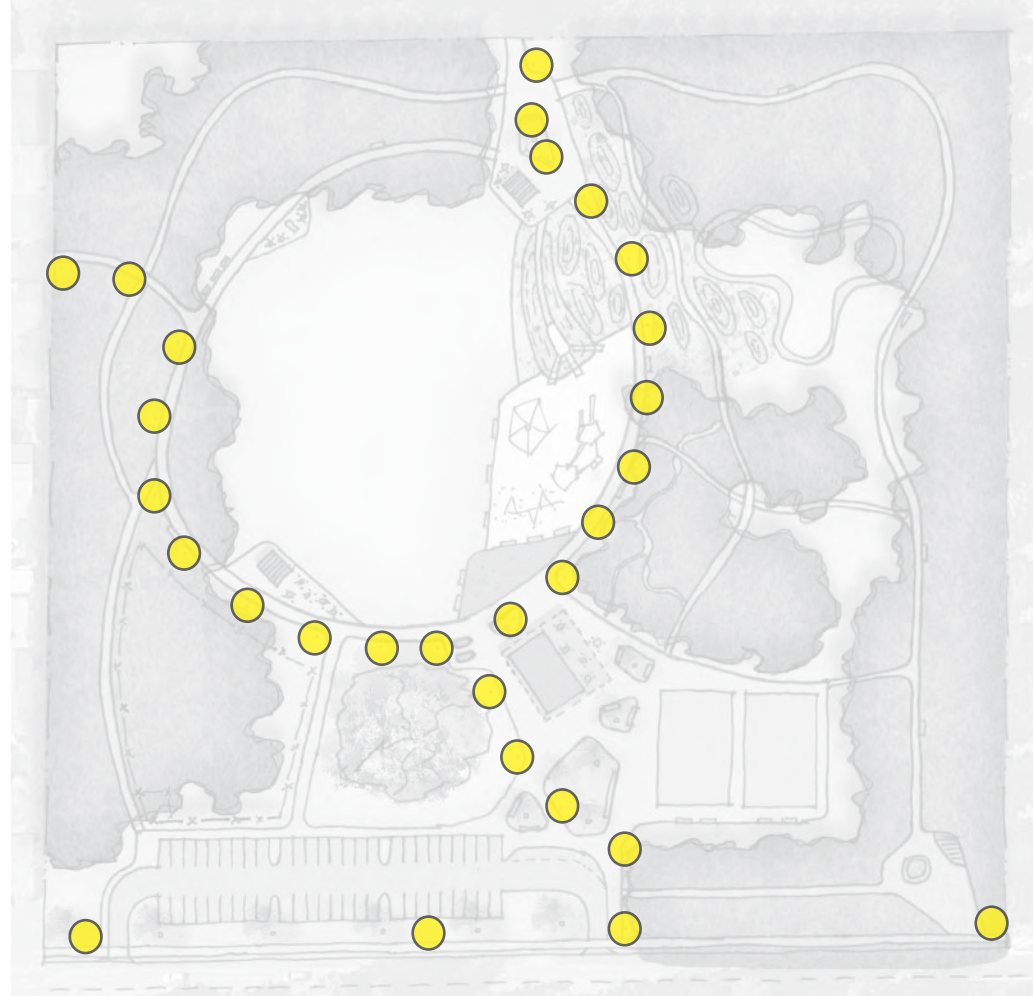
Tree Canopy



Program Diagram



Paved Circulation



Lighting



B A crushed stone walking path between rows of the beautiful existing Douglas fir trees.



C Walking the main loop trail as it passes through meadow mounds on either side.



CITY OF
Vancouver
WASHINGTON

Raymond E. Shaffer Park Master Plan

Roman Gutierrez

Park Developer

Parks, Recreation and Cultural Services

Feb. 21, 2024



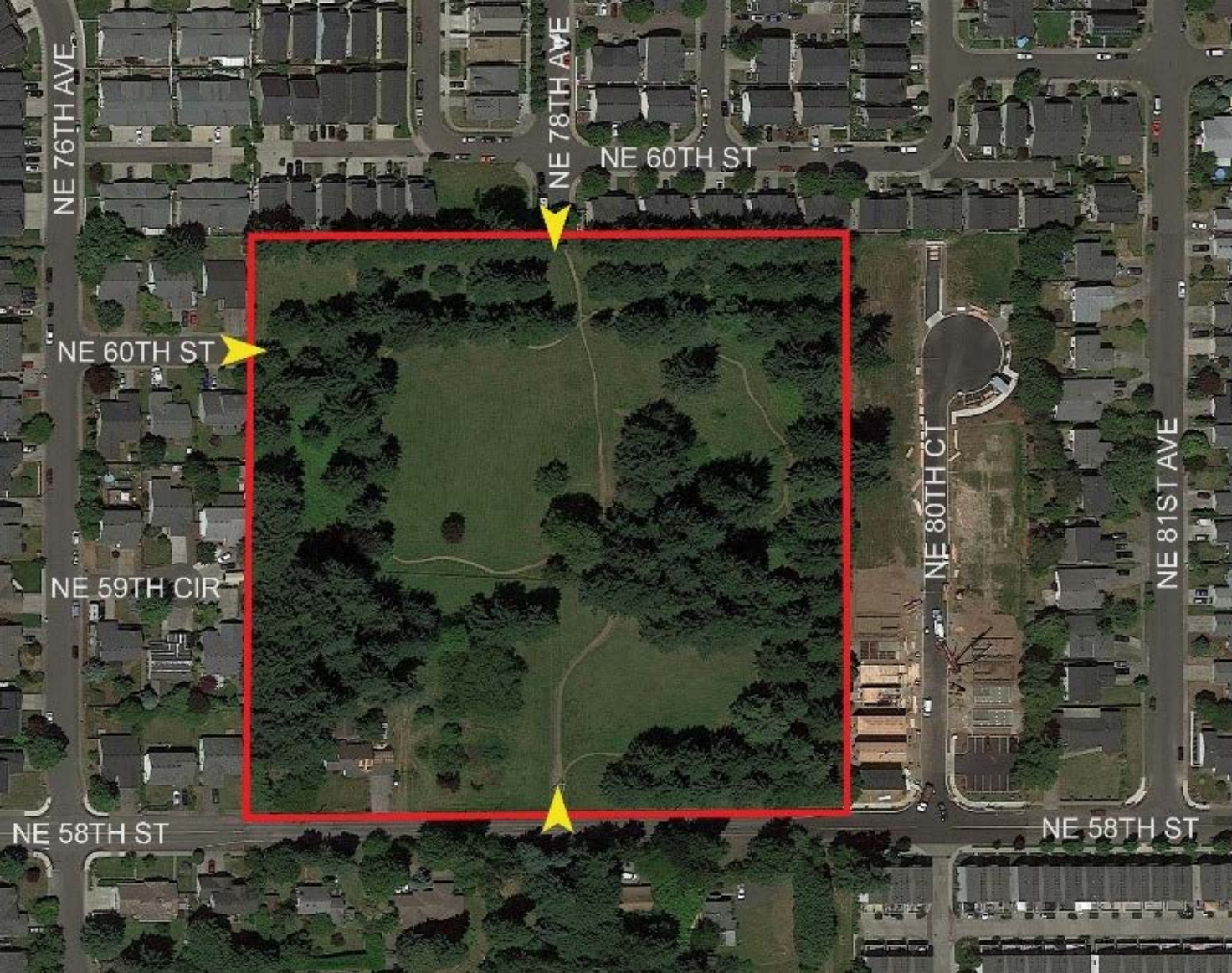
Melody Burton

Senior Communications Specialist

Parks, Recreation and Cultural Services

Feb. 21, 2024





Agenda Title

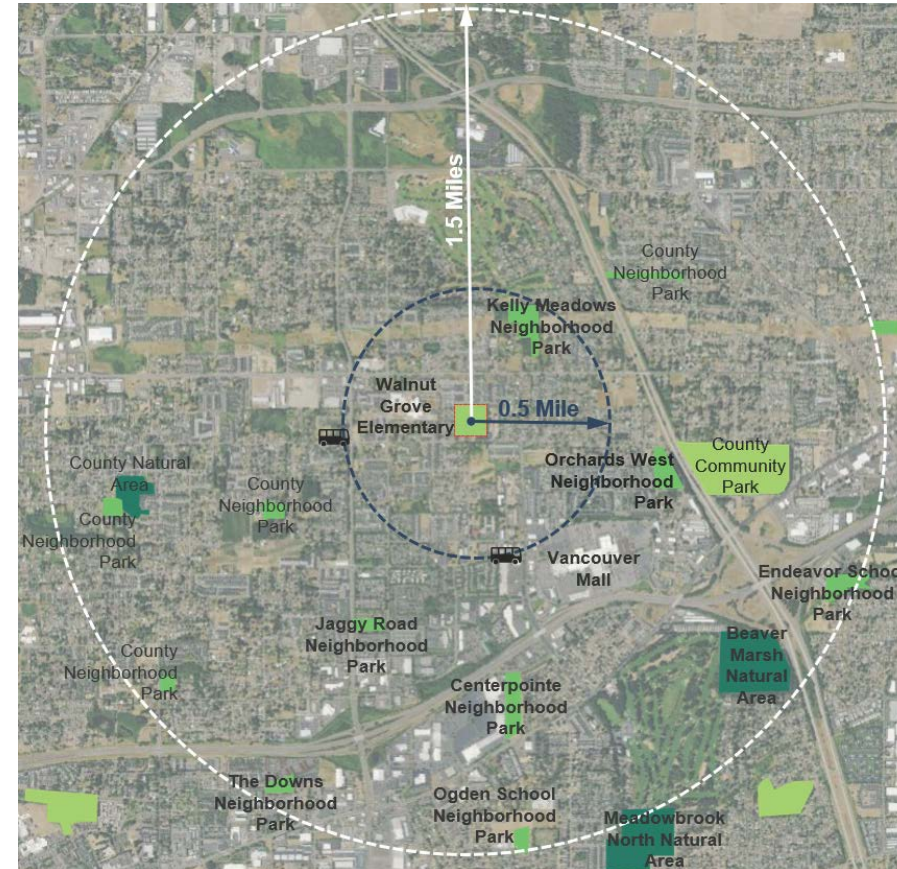
- What is a Community Park?
- Site History
- Community Engagement
- Master Plan
- Budget
- Phase 1 Construction



Community Parks

Service area and amenities found in community parks

- 1.5-mile service area radius for people driving to the park
- .5-mile service area radius for people walking to the park
- In Vancouver, most community parks are 10+ acres
- Parking and restrooms included
- Provide a community gathering place and unique features not available in neighborhood parks





Raymond E. Shaffer Park

- Walnut Grove Neighborhood
- 10 acres
- Currently Undeveloped
- Diverse and Growing Service Area



Park History

- Shaffer home and hobby farm
- Featured small orchard, chinchilla farm and family garden
- Most trees planted by Mr. Shaffer
- Purchased by Vancouver-Clark Parks in 2010, then by the City of Vancouver in 2014
- A 1.5-acre portion of the site remained home to Edith Shaffer until her passing in 2020
- Prior to demolition, the Shaffer home, was used for VFD training



Park Character

What makes this park unique?

- Provides important community access to nature in a densely populated area of the city
- Large trees form groves in the center of the park and rows along the edges of the park
- Grassy lawn area at the center
- Wood chip trails are popular for walkers of all ages



Community Engagement

Goals and tools

- Identify current uses of the park
- Invite neighbors to direct future planning
- Collaborate to create a master plan and construction phases
- Build community and create connections for future outreach
- Use digital, print and in-person resources with translations



Open House 1 and Online Survey

March 19, 2022

Walnut Grove Elementary School

Identified Guiding Principles

- Restorative experiences in nature
- Keep activity near 58th Street
- Create playful pathways
- Structured play for all ages
- Prioritize safety and comfort
- Focus on accessibility
- Invite dogs



Design Workshop and Online Survey

Feb. 15, 2023

Walnut Grove Elementary School

- Over 100 people attended
- Presented through concepts and asked community members to work together in groups to create a park they all liked
- Groups presented their designs to everyone else
- Feedback informed creation of a draft master plan



Open House 2 and Online Survey

June 28, 2023

Raymond E. Shaffer Community Park

- Presented a draft master plan based on community feedback
- Participated in an activity to help prioritize what should be included in the final master plan
- Asked questions to further refine the design
- Conversations around street improvement opportunities



Targeted Community Engagement

Connecting with underrepresented communities

- Opportunity to seek out feedback from demographics we haven't heard from yet
- Teen outreach at community centers and teen summer camp
- Latino community outreach at resource fairs and events
- Cultivate new relationships and inform other projects

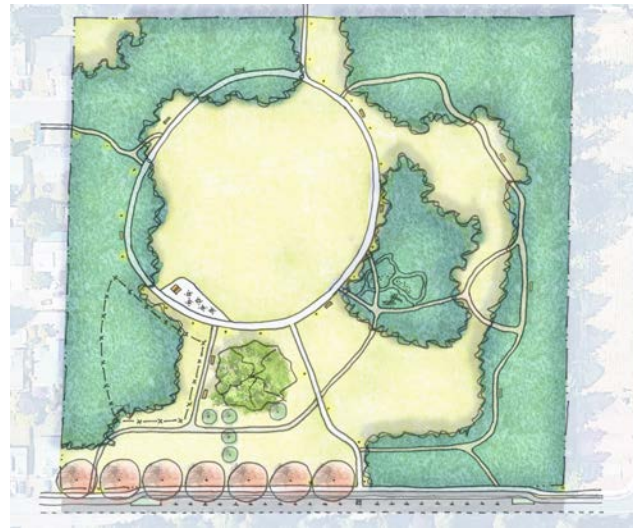


Open House 3

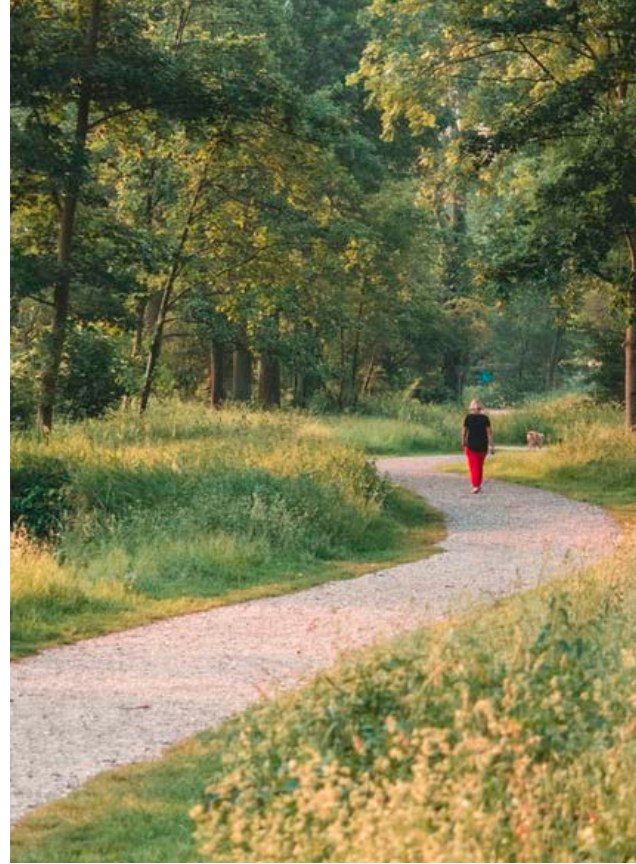
Feb. 3, 2024

Walnut Grove Elementary School

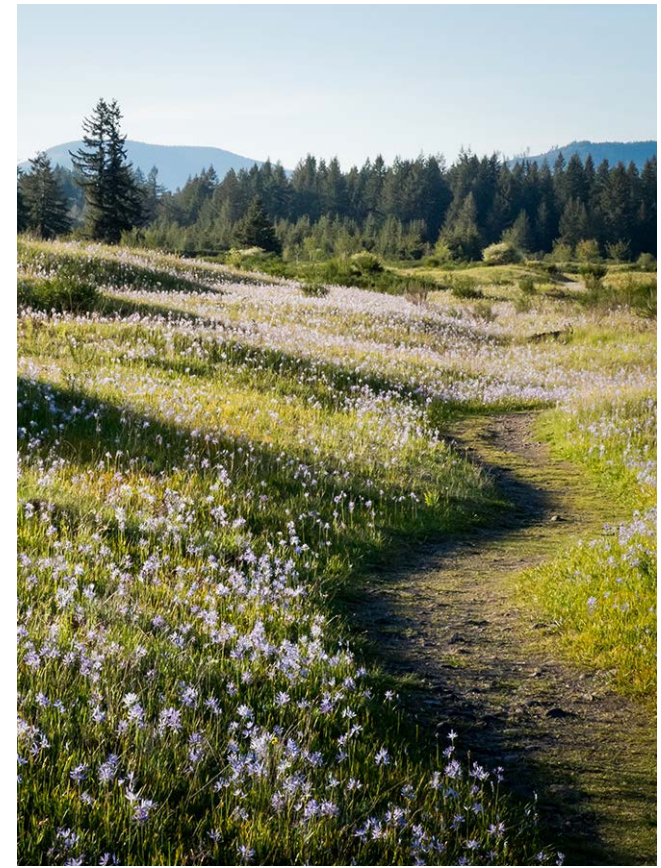
- Final chance for the community to review the master plan before it is presented to PRAC
- Review proposed Phase 1 construction plan for feedback
- Shared future opportunities for involvement with ongoing park planning and volunteering
- Did we get it right?



Raymond E. Shaffer Park Master Plan



Raymond E. Shaffer Park Master Plan



Raymond E. Shaffer Park Master Plan



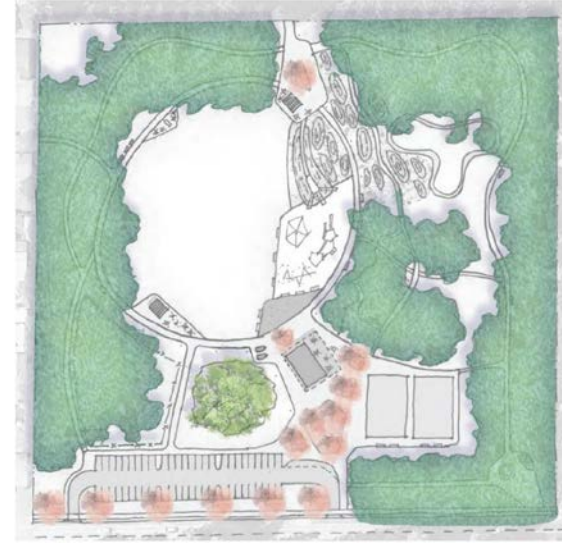
15 | Raymond E. Shaffer Park Master Plan



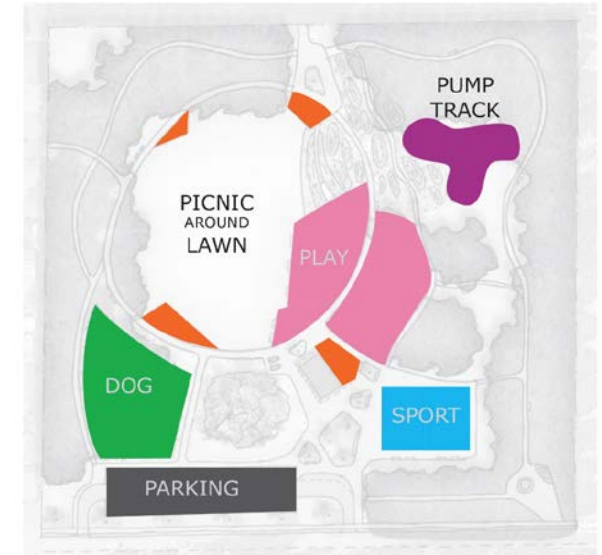
Raymond E. Shaffer Park Master Plan



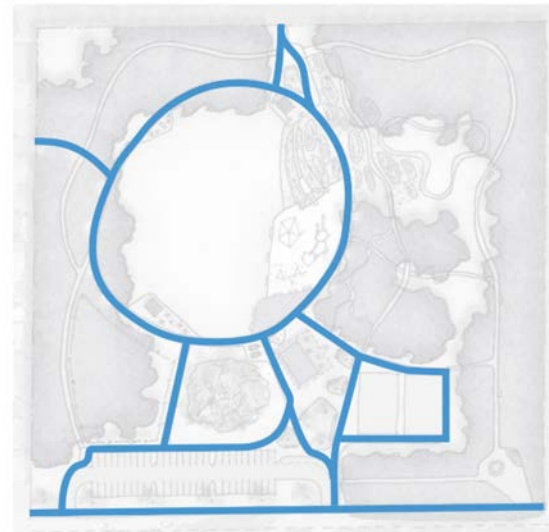
16 | Raymond E. Shaffer Park Master Plan



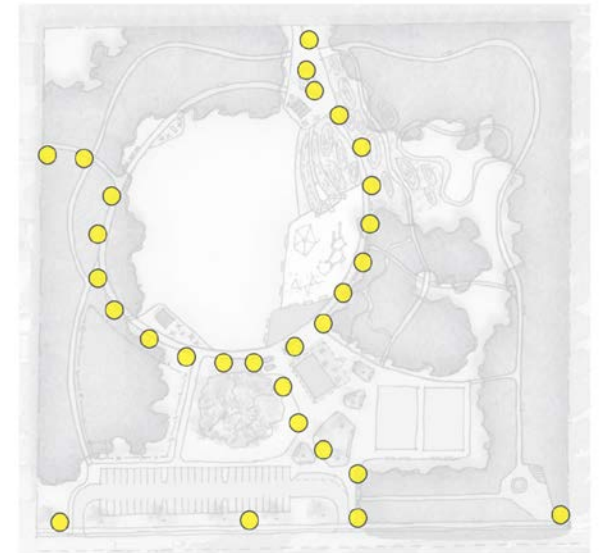
Tree Canopy



Program Diagram



Paved Circulation



Lighting

Budget Details

Total cost and available funding

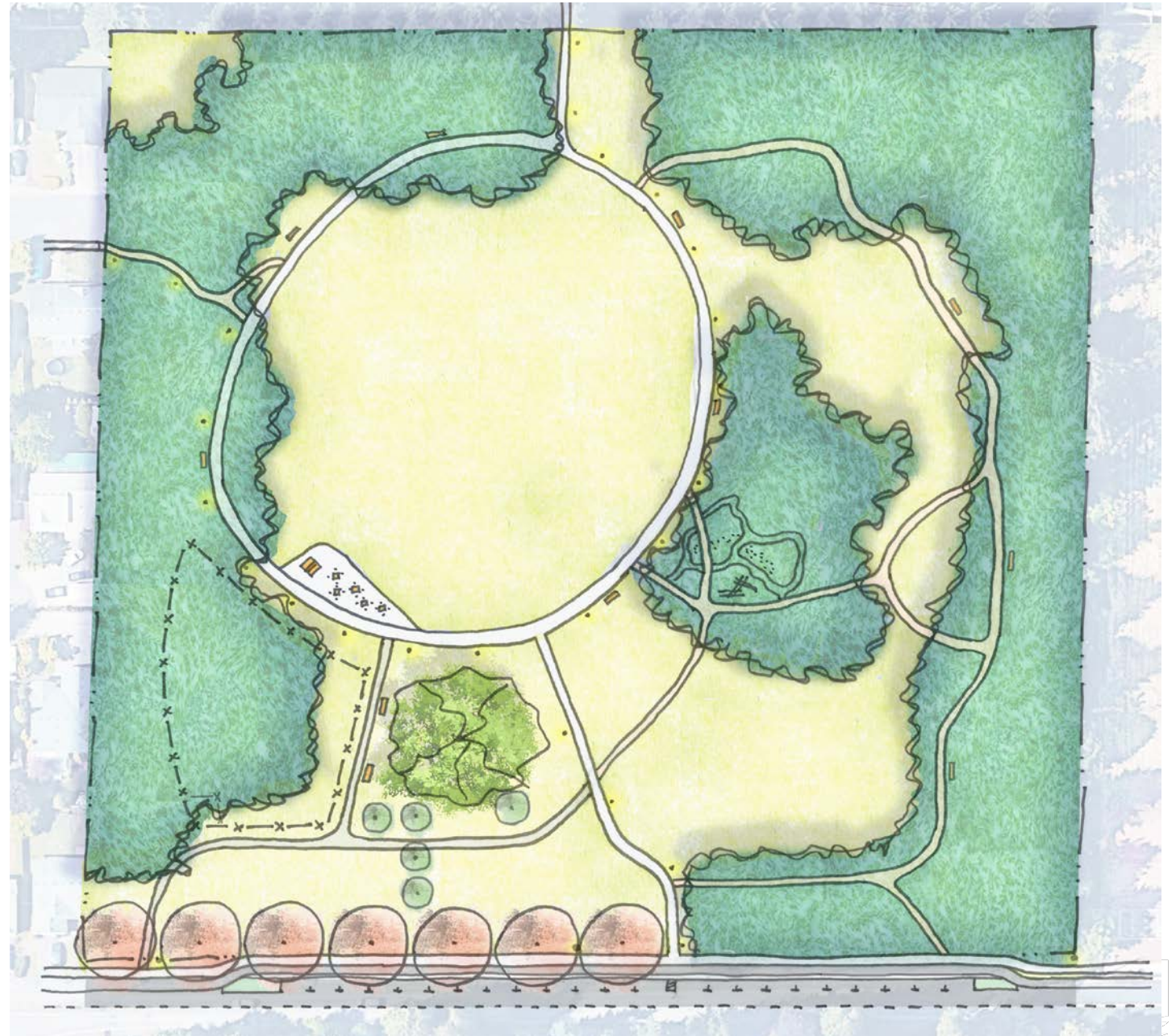
- There is \$2.44 million set aside for Shaffer Park in the current biennium budget, which runs through 2025
- The cost to complete all the items identified on the master plan is \$12 million
- Completing the first phase of construction will move the park from undeveloped site to developed community park, creating new, accessible recreation opportunities to many more people
- Grants will be explored for additional funding after master plan approval
- Transforming an undeveloped park into a developed community park will also require increased maintenance support



Phase 1 Development

What's included:

- Street improvements with parking, bike lane, curb, sidewalk and stormwater planters
- Paved walking loop
- Refresh existing wood chip paths and add benches
- Improved and refreshed open lawn area

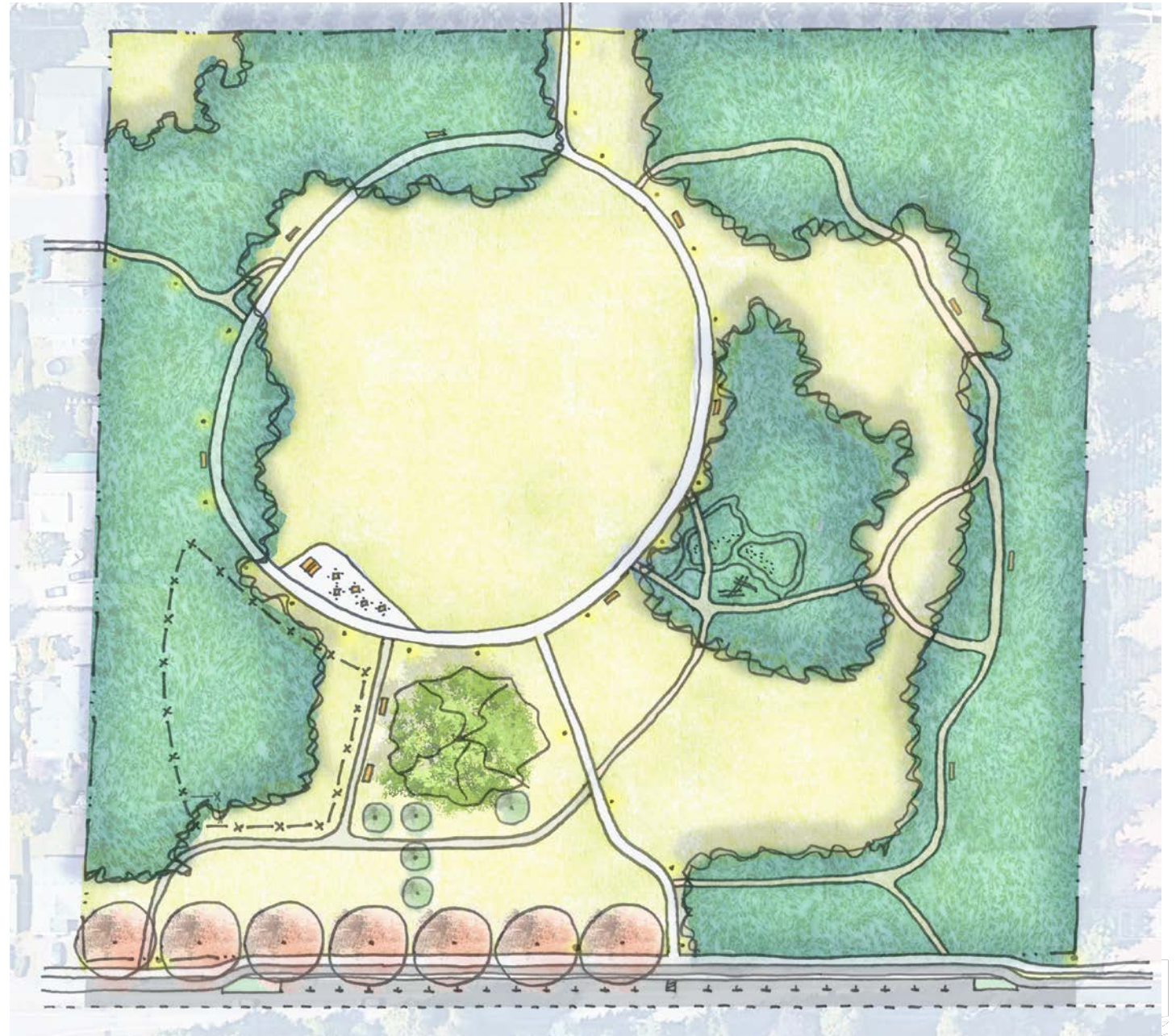


Phase 1 Development

What's included:

- Fenced, off-leash dog area
- Forest play
- Paved picnic area with tables

Exploring additional City funding to potentially include a Portland Loo in Phase 1



Raymond E. Shaffer Park Development Timeline





Discussion

Questions or comments about:

- Community engagement
- Master plan design process
- Park amenities selected to be included in Phase 1
- Budget or timeline for Phase 1
- Future funding and phases





Motion to Approve

- Motion requested:
Move to approve the Raymond E. Shaffer Community Park full site master plan and corresponding phase 1 construction plan.



Thank You

