



Bend Metro Park & Recreation District

December 19, 2023

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

play for life

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

December 19, 2023

District Office Building | 799 SW Columbia | Bend, Oregon



AGENDA

3 pm EXECUTIVE SESSION

The board will meet in executive session prior to the regular meeting pursuant to ORS 192.660(2)(a) for the purpose of discussing employment of public officers, employees and agents. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person at 5:30 pm with virtual links to the work session and regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

5:30 pm CONVENE MEETING

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/87992316039>

Or Telephone:

US: +1 669 900 6833

Webinar ID: 879 9231 6039

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting in person or virtually. To provide a public comment in person, please fill out one of the brief cards and submit it to staff in the back of the room. To provide public comment virtually, click on the "Raise Hand" option. You will be called into the meeting in the order received. Virtual visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. City of Bend SDC update – *Russ Grayson, COB (30 min)*
2. Comprehensive Plan Unmet Needs Methodology & Project Evaluation Criteria – *Sara Anselment (40 min)*

CONSENT

1. Minutes: 12/05/2023
2. Appoint Budget Committee Members

BUSINESS SESSION

1. Approve consultant contract for Art Station – *Jason Powell (15 min)*

EXECUTIVE DIRECTOR'S REPORT
REPORTS
BOARD MEETINGS CALENDAR REVIEW
GOOD OF THE ORDER
ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days' notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 19, 2023
SUBJECT:	City of Bend System Development Charge Update
STAFF RESOURCES:	Michelle Healy, Deputy Executive Director Sara Anselment, Planner
GUEST PRESENTERS:	Russ Grayson, City of Bend Sarah Hutson, City of Bend
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	None, for information only
STRATEGIC PLAN:	
Pillar:	Operations and Management Practices
Outcome:	Financial well-being supported by strong business practices
Strategy:	Plan for long-term financial health

BACKGROUND

In early 2023, the city of Bend began working to update its system development charge methodologies, fees and associated project lists for transportation, water and sewer. Reviewing and revising SDC methodologies is commonly done following an update to a system plan. It is critical that jurisdictions review SDC programs on a regular basis to ensure that they reflect legislative or legal changes, and to confirm that the projects needed to serve growth (upon which the SDC fees are calculated) are sufficiently funded to maintain levels of service.

The city's current SDC project involves a comprehensive review of their transportation and water methodologies and project lists, and a review of the implementation structures for all three of their SDCs (transportation, water, and sewer). In addition to updating the SDC fees, the city's goal is to revamp how the fees are charged for greater consistency across each system. Housing affordability is an overarching consideration guiding the city's update effort.

The draft water, sewer, and transportation SDC methodology reports, including proposed project lists, land use categories, and initial fee schedules are currently available for public review and comment (see the weblink provided below). Changes are also proposed to Bend Municipal Code Chapter 12.10 - System Development Charges. The city council reviewed proposed changes during a work session on Dec. 6, 2023. They will next hold a public hearing to consider adoption of the SDC methodology reports, projects lists, fees and changes to the Bend Municipal Code on January 17, 2024.

District staff have attended some of the stakeholder meetings and provided feedback during the SDC planning process. Staff are reviewing the draft materials and plans to submit some additional

comments prior to the city council hearing in January. Representatives from the city will provide the board an overview of their SDC update project and answer questions during the meeting.

BUDGETARY IMPACT

The district assesses park SDCs on the development of new homes and overnight visitor accommodations to help pay for the construction of new parks, trails and recreation facilities to serve population growth. The district pays the city of Bend 1.6% of each park SDC assessed to collect the district’s SDCs.

The district is also charged SDCs for water, sewer and transportation to develop most new parks and recreation facilities that serve the community. Park SDCs are commonly used to pay the city SDCs when projects are funded through SDC revenue. Any changes to city SDC rates, up or down, directly impact the cost of providing new parks, trails and recreation centers; which subsequently indirectly impacts the park SDC rates charged since park SDC rates are based on the cost of the projects needed to serve population growth. Staff’s initial review of the city’s new SDC methodologies indicate that all SDCs paid by the district are expected to increase (with some exceptions).

STAFF RECOMMENDATION

None, however, staff would like to know if there are comments or other feedback the board would like conveyed to city council regarding the city’s SDC update.

MOTION

None

ATTACHMENTS

Links to the SDC materials are available on the city of Bend website - <https://www.bendoregon.gov/government/departments/community-development/online-permit-center/development-services/system-development-charges>

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 19, 2023
SUBJECT:	Comprehensive Plan – Evaluation Criteria and Needs/Unmet Needs Analysis
STAFF RESOURCE:	Sara Anselment, Planner Rachel Colton, Planner
PREVIOUS BOARD ACTION:	Board Update, September 5, 2023 Board Update, October 3, 2023
ACTION PROPOSED:	None
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The 2018 Comprehensive Plan process developed a list of 99 projects categorized as high, medium, or low priorities to meet community needs. To determine the priority rating of each project, staff established criteria to evaluate the projects. Using these criteria ensured that projects were ranked in a fair and transparent manner. The criteria were not meant as strict prescriptions but as a tool for sorting projects into "buckets." They were designed to be flexible, accommodating changes in the market, demographics, and to take advantage of opportunities as they arise. The district's Board of Directors will continue to have ultimate oversight regarding whether and when projects should proceed.

During the development of the criteria in 2018, staff identified common themes from the district's Vision, Mission, Values, board and public input, geospatial analysis, and examples from other jurisdictions. The following criteria resulted:

- **Does the project improve close-to-home opportunities?**
This criterion will be determined by whether the project occurs within a park search area.
- **Does the project serve an area with existing or planned high-density residential development?**
A neighborhood's residential density will be considered.
- **Is there potential for a partnership?**
This criterion will assess if there is an opportunity for a partnership, and if that partnership offers monetary assistance for development or operations.

- **Does the project invest in existing assets?**
Based on whether the project invests in an existing park, trail, or facility.
- **Is there urgency to take advantage of an opportunity?**
Consideration of the risk of losing an opportunity.
- **Does the project address community needs?**
Use of the Needs/Unmet Needs Analysis results to determine community need.

For the 2024 Comprehensive Plan update, staff proposes using the same criteria as in 2018, with an additional criterion:

- **Does the project advance equity?**
This criterion allows staff to consider other equity factors, such as equity mapping and accessibility.

To apply the criterion "Does the project address community needs?" staff will continue using the "needs/unmet needs" analysis that has been used since 2004. Because this analysis has been used since 2004, we have longitudinal data on how well we're meeting the community's needs over time, and how those needs have changed. The analysis also considers the number of households expressing a need and how well that need is being met, based on the results of the community survey (see attachment A). The 2023 community survey results will be presented at the January 2 meeting.

The purpose of this work session item is to familiarize the board with the needs/unmet needs methodology and the project criteria staff proposes to use to establish project priorities for the mid-term comp plan update. Once we have the all the data from the latest community survey staff will run the needs/unmet analysis and apply the priority criteria to develop the project list and priorities. The results of the analysis, the proposed project list and priorities will be presented to the board for discussion at a meeting later this winter.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None, for information only.

MOTION

None

ATTACHMENTS

Attachment A - Methodology for Needs-Unmet Needs Updated Dec 2023



Methodology for Needs/Unmet Needs Analysis Updated December 2023

The needs/unmet needs analysis is used by district planners to evaluate community needs using data from statistically-valid surveys conducted about every five years. The results of the analysis are used to help set project priorities for capital investment. Below is a summary of how to conduct the analysis using 2017 survey data.

The last Community Needs Assessment was conducted by ETC Institute in 2017. Prior to 2017, Leisure Vision conducted the analysis in 2011, 2008 and 2004. Data for the needs/unmet needs analysis is gathered primarily through two questions within the surveys.

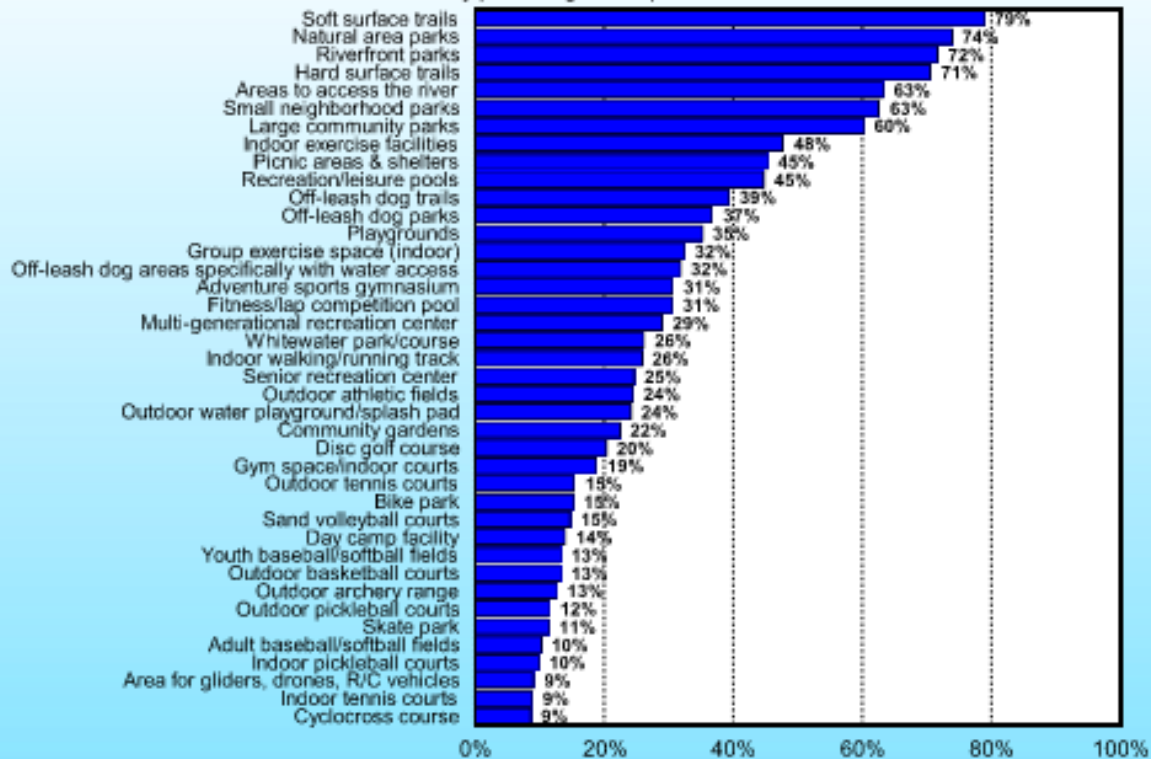
Those questions are: 1) *Please indicate if you or any member of your household has a need for or interest in each of the park and recreation facilities listed below;* and 2) *If yes, please rate how well your need for each facility is being met on a scale of 0 to 100% (respondents were able to select increments of 25%).*

Methodology for the Needs/Unmet Needs Analysis:

1. Establish a list of potential amenities (i.e. community gardens, splash pads, skateparks, etc.). Refer to the last analysis to determine what amenities should be listed again, and if we need to track that particular amenity's long-term trend.
2. Once the potential amenities are listed, the question is: *"Please indicate if you or any member of your household has a need for or interest in each of the park and recreation facilities listed below"* as seen in Question 6 in the graph below. Multiple selection could be made.

Q6. Households that Have a Need for Parks and Recreation Facilities

by percentage of respondents

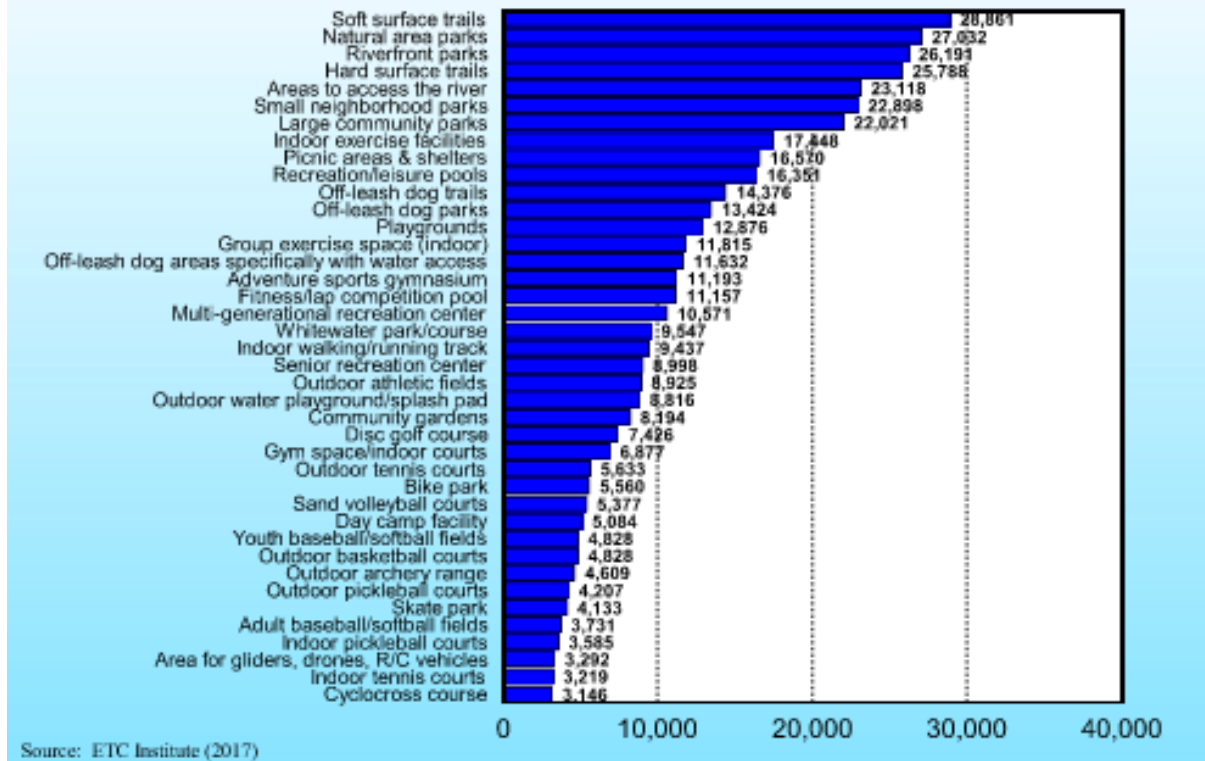


Source: ETC Institute (2017)

3. The next question (Question 6-1) simply shows the absolute number of households needing the amenities listed in Question 6. This question is important because it offers another perspective on the level of need. For example, although only 13% of households said they need an outdoor archery range (Question 6), that is still 4,609 households (Question 6-1), which is not insignificant. Note: although the survey report calls this a question, it is really just a different way of representing the same data from Question 6, i.e. Question 6 is a percentage, and Question 6-1 is an absolute number.

Q6-1. Estimated Number of Households in the District that Have a Need for Parks and Recreation Facilities

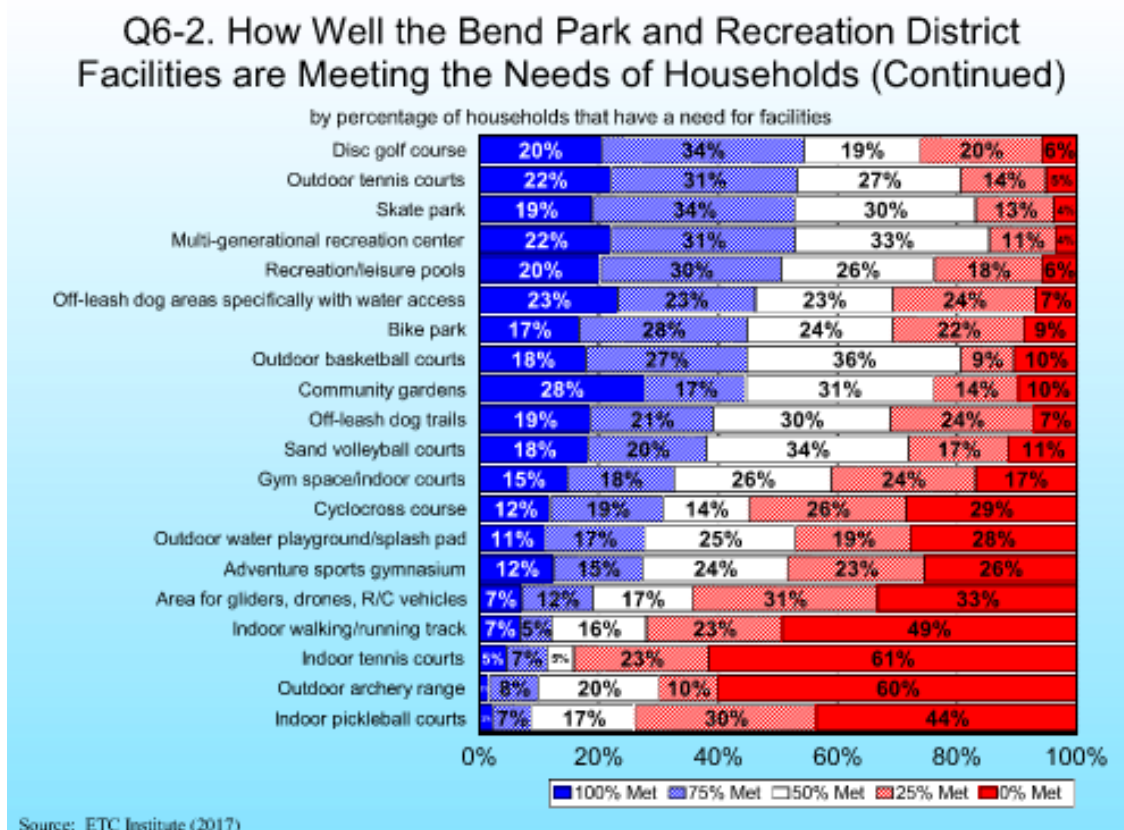
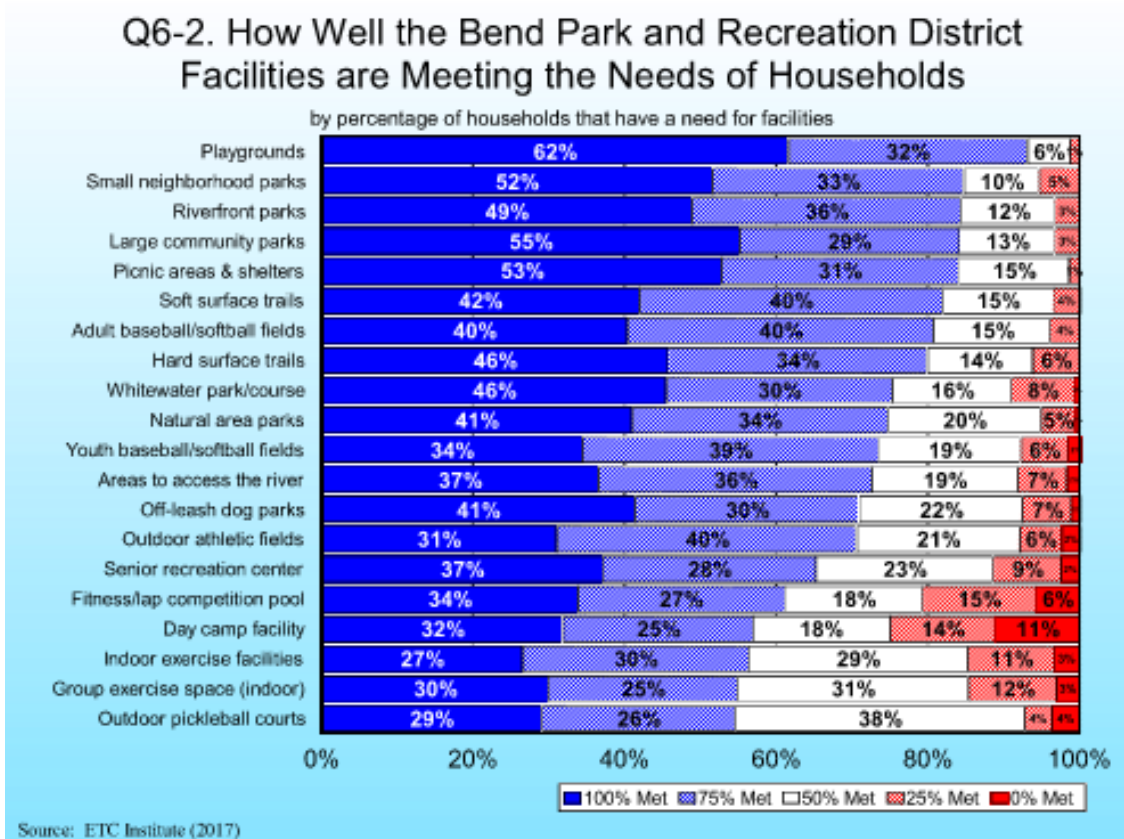
by number of households based on 36,579 households in the District



4. If a respondent answers yes to any amenity in Question 6, the next question is “How well is your need for each facility is being met” (Question 6-2). The list of possible responses is:

- 100% Meets Need
- 75% Meets Need
- 50% Meets Need
- 25% Meets Need
- 0% Meets Need

The responses yield the following graph:



In terms of interpreting this graph, here are a few examples:

- 34% of respondents said that their need for a fitness/lap competition pool is being met at 100%.
- 6% of respondents said that their need for a fitness/lap competition pool is being met a 0%

It’s important to pay close attention to not only the need (i.e. Question 6, soft surface trail) but how well we’re meeting the need (Question 6-2). Even if soft surface trails are the highest need (79%)—because 82% of respondents say we’re meeting more than 50% of the need for soft surface trails (Question 6-2)—building soft surface trails may not be our highest priority. The “meeting more than 50% of the need” threshold was determined by BPRD to be the threshold for meeting or not meeting a need. We add the “100% Meets Needs” and the “75% Meets Needs” in Question 6-2, to determine what percentage of people we are meeting the need for at over 50%.

5. Now that we have the data from Questions 6, 6-1 and 6-2, we can use the data to establish LOS standards.

Step 1: Group amenities into four priority levels based on Question 6:

- Amenities with the lowest identified need (less than 10%) become Low Priorities (i.e. indoor tennis courts, 9%).
- Amenities with a moderate identified need (10-24%) become Moderate Priorities (i.e. bike park, 15%).
- Amenities with a high identified need (25-49%) become High Priorities (i.e. off-leash dog parks, 37%).
- Amenities with the highest identified need (50% or higher) become the Highest Priorities (i.e. areas to access the river, 63%).

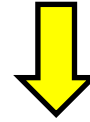
The priorities are colored coded as shown below:

Service Category	% of Households expressing a need for facility/service
Low Priority	Less than 10%
Moderate Priority	10-24%
High Priority	25-49%
Highest Priority	50% or higher

Step 2: Determine target LOS for the different priority levels. BPRD defined the LOS standards as follows:

- a. Low Priority = No target LOS
- b. Moderate Priority = Need being met 40% or more
- c. High Priority = Need being met 60 % or more
- d. Highest Priority = Need being met 80% or more

The target LOS by priority level is summarized in the table below.



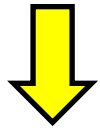
Facility Need/Unmet Need Guidelines

Service Category	% of Households expressing a need for facility/service	Target Level of Service (Meeting the need at the percentage below)
Low Priority	Less than 10%	No Target
Moderate Priority	10-24%	40%
High Priority	25-49%	60%
Highest Priority	50% or higher	80%

Step 3: Determine if we are meeting our LOS, exceeding our LOS, or are below our LOS.

- a. Meeting LOS = Met need is within (+/-) 5% of target LOS
- b. Exceeding LOS = Met need is 5% or more above the target LOS
- c. Below LOS = Met need is 5% or more below the target LOS.

The table below shows whether we are meeting, exceeding or below our target LOS based upon priority.



2018 Survey	% of Households Expressing Need	% of Households Expressing Their Need is Being Met Greater than 50% of the Time	Level of Service Target %	Below, Meets or Exceed LOS	
Soft surface trails	79%	82	80%	Meets	
Natural area parks	74%	75		Meets	
Riverfront parks	72%	85		Exceeds	
Hard surface trails	71%	80		Meets	
Areas to access the river	63%	73		Below	
Small neighborhood parks	63%	85		Exceeds	
Large community parks	60%	84	Meets		
Indoor exercise facilities	48%	57	60%	Meets	
Picnic areas & shelters	45%	84		Exceeds	
Recreation/leisure pools	45%	50		Below	
Off-leash dog trails	39%	40		Below	
Off-leash dog parks	37%	71		Exceeds	
Playgrounds	35%	94		Exceeds	
Group exercise space (Indoor)	32%	55		Below	
Off-leash dog areas specifically with water ace	32%	46		Below	
Adventure sports gymnasium	31%	27		Below	
Fitness/lap competition pool	31%	61		Meets	
Multi-generational recreation center	29%	53		Below	
Whitewater park/course	26%	76		Exceeds	
Indoor walking/running track	26%	12	Below		
Senior recreation center	25%	65	Exceeds		
Outdoor athletic fields	24%	71	40%	Exceeds	
Outdoor water playgrounds/splash pad	24%	28		Below	
Community Gardens	22%	45		Exceeds	
Disc golf course	20%	54		Exceeds	
Gym space/indoor courts	19%	33		Below	
Outdoor tennis courts	15%	53		Exceeds	
Bike park	15%	45		Exceeds	
Sand volleyball courts	15%	38		Meets	
Day camp facility	14%	57		Exceeds	
Youth baseball/softbal fields	13%	73		Exceeds	
Outdoor basketball courts	13%	45		Exceeds	
Outdoor archery range	13%	10		Below	
Outdoor pickleball courts	12%	55		Exceeds	
Skate park	11%	53		Exceeds	
Adult baseball/softball fields	10%	80		Exceeds	
Indoor pickleball courts	10%	9		Below	
Area for gliders, drones, R/C vehicles	9%	19		NA	NA
Indoor tennis courts	9%	12			NA
Cyclocross course	9%	31	NA		



Board of Directors

December 5, 2023

District Office Building | 799 SW Columbia | Bend, Oregon



A video of the regular board meeting can be viewed on the website:

<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

- Nathan Hovekamp
- Donna Owens
- Deb Schoen
- Jodie Barram
- Zavier Borja - virtual

STAFF PRESENT

- Don Horton, Executive Director
- Michelle Healy, Deputy Executive Director
- Matt Mercer, Director of Recreation
- Brian Hudspeth, Development Manager
- Rachel Colton, Planner
- Ian Isaacson, Landscape Architect

WORK SESSION

1. Community Stakeholder Input on the Executive Director Search

Community stakeholders present:

- Romy Mortensen, Brooks Resources and Art in Public Places
- Kris Knight, Upper Deschutes Watershed Council
- Ted Schoenborn, Former BPRD Board Member and BPRD Foundation Board Member
- Eric Kropff, Deschutes County
- Molly Cogswell Kelly, BPRD Foundation Board Member
- Beau Eastes, Old Mill Properties
- Joanne Mathews, BPRD Budget Committee
- Todd Dunkelberg, Deschutes County Library
- Jerry Jones, Macher Management

The board of directors met with the stakeholders to receive feedback on the search for the next executive director for the park district. Director Schoen introduced the topic of discussion to the group. She explained that two board members met with staff initially to discuss the staff concerns about the change of leadership in the district. She shared some of the staff input with the group. She summed up the final takeaways from staff for the next director as someone that is a strong leader, relationship builder and equity minded in the community. She explained that the board decided to begin with an internal recruitment and of the applicants, one candidate met minimum qualifications and will be interviewed.

Director Schoen asked the following questions of the group:

1. What do you see as challenges for the district (or community) over the next 10 years
2. What specific skills or characteristics do you think a new Executive Director should possess to lead the organization?
3. Is there anything you would like the board to know about what's working well, or is a current issue, with your relationship to the park district?

The stakeholder's responses included maintaining a good supply of land for future parks and supporting housing with SDC waivers with considerations of the impacts to the district, taking care of the existing properties and facilities, maintaining a strong financial system, coping with growth and continuing to serve the growth with existing properties and new ones, building new and maintaining partnering relationships in the community. Characteristics that were noted as important included relationship builder, visionary, even tempered, trustworthy, someone who understands the district and Oregon Special Districts, self-aware and team builder, and can manage an elected board well. Some of the partners in the room shared their successes in working with the district and expressed desire to have an executive director that will continue to work with the partners.

Director Schoen explained that the candidate will be interviewed later this month. She added that if they have the right candidate, the board will go into negotiations in January or begin an external search. The group expressed their support for the process that the board chose to follow for this recruitment.

Director Schoen thanked everyone for their time and committed to following up with everyone on the search.

VISITORS

Scarlet Heylin: Miss Heylin said she likes the parks!

Scott Heylin: Mr. Heylin advocated for the multi-unit property tax exemption (MUPTE) on the Jackstraw project. He said his staff is stressed about housing and with more available housing the costs may go down. He added he is in favor of the South UGB bridge and recommends serving beer and food in the parks.

Katy Brooks: Ms. Brooks advocated in favor of the MUPTE Jackstraw project. She said there is a housing shortage in Bend and this will help. She said the financial exemption is necessary to make this project work.

Horatio Echevarria: Mr. Echevarria said he is in favor of the South UGB bridge and completing the river trail in the south. He said with the bridge there will be less cars on the road and easier access to public recreation.

Roberta Silverman: Ms. Silverman introduced herself as the acting chair and land use chair of the Southern Crossing Neighborhood District. She said she supports the Jackstraw MUPTE, she said this project stands out for its sustainability and includes affordable housing and childcare. She said she hopes BPRD will support the project.

David Welton: Mr. Welton from Bend YIMBY, said housing is so critical for the area. He shared his concerns about the impact on the environment from commuting from Redmond because people are getting pushed out of the Bend market. He said people must leave because they can't afford to live

here. He said the board has an opportunity to help make a small dent in the housing issue. He added that this project helps to bring more housing to Bend and asked the board for their support.

CONSENT AGENDA

1. Minutes: 11/21/2023

Director Barram made a motion to approve the consent agenda. Director Schoen seconded. The motion was approved unanimously, 5-0.

BUSINESS SESSION

1. Resolution No. 2023-10, Approving an Affordable Housing System Development Charge Waiver for the Expansion of Veterans Village – *Michelle Healy*

Ms. Healy explained that Veterans Village would like to expand and have requested additional system development charge (SDC) waivers for temporary housing for homeless veterans. She commented that this has been a successful project. She said that this program did not fit the district's deed restrictions for SDC waivers when the district was first asked, it was requested that the district make an exception which was granted. This time, it still does not meet the district SDC waiver criteria and now does not meet the deed restrictions for the city this time due to a change to their waiver program. Due to the changes, the county will pay the SDCs to the city and the city will give credit for the SDCs to the county for future developments. Staff recommends that the board approve the SDC waivers for the Veterans Village program.

The board agreed that this is a good exception to the rule and remarked that it is easy to support non-profit waivers and affordability.

Director Schoen made a motion to adopt Resolution No. 2023–10 waiving SDCs for the expansion of Veterans Village. Director Owens seconded. The motion was approved unanimously, 5-0.

2. MUPTE Project Review, Jackstraw Mixed-Use Project – *Rachel Colton and Applicant*

Ms. Colton introduced the Jackstraw project review, gave the history of the project beginning in 2022 and said it is under construction and vertical at this time. She said the developers have indicated that without this exemption, construction will have to stop. She explained the other agencies that will also vote on the exemption and when. She added that this project is in the core tax increment financing (TIF) area and approving this has no direct impact to the district, but there is potential indirect impact. She said the exemption is \$10.6 million over ten years.

Racheal Baker: Ms. Baker said Bend has a shortage of every type of housing. She said that people cannot move up and make housing available for others without more housing. She explained that Oregon has produced a lower level of housing than the US average, causing a severe shortage and rent burden in Oregon.

Cate Schneider: Ms. Schneider said this project meets all the MUPTE program requirements and has been reviewed by a third-party financial review that agrees that this project is not viable without the exemption. She explained the estimated exemption and financial considerations for the exemption.

Michi Slick: Ms. Slick introduced Killian Pacific as a developer in Portland and Bend. She said they plan their projects with sustainability and long-term investments in a community and embrace creative expression, sustainability and diversity, equity and inclusion.

She described the Jackstraw project as 313 units, with a walkable location, she described the location, and the infrastructure improvements, the development includes retail on round floor, multimodal use street and plaza space with public art.

Ms. Slick spoke about the public benefits: Leed Platinum, mobility supportive amenities, wrapped parking structure, childcare facilities, energy efficient requirements with Energy Trust of Oregon, ground floor commercial, stormwater treatment, EV charging stations, all electric building, future proofed for solar array, open space and public space, natural habitat, pollinator program, inclusive contracting and diverse workforce development and jobsite culture, income restricted apartments, public art, events and activations.

Ms. Slick shared the financial analysis of the project and stated that without the MUPTE the project is not financially feasible and with the MUPTE it is almost feasible. She said the building climate has changed enough in the Bend market that this project would have to stop without the tax exemption because the lender will not lend on the project without it. The board asked why they waited so long to apply for the exemption, she replied that they were under the impression that it was secured and recently learned that the other taxing districts would vote on the approval. She added that property tax that will be paid on this project annually and almost \$2 million to parks in SDC fees.

Ms. Barram asked about additional fees like parking fees for residents. Ms. Slick said there are add ons, but would follow the deed restriction guidelines. The board asked for clarification on direct and indirect impact on the district. It was explained that because it is in the TIF, the taxes are already not going to the district and the indirect impact would be that there would be less money in the TIF area to develop things like parks. The board expressed their support for several features of the project.

Director Schoen made a motion to support a ten-year tax abatement for the Jackstraw Project at 310 and 350 SW Industrial Avenue as part of the City of Bend's MUPTE program. Director Barram seconded. The motion was approved unanimously, 5-0.

Mayor Kebler made some comments, she thanked the board for their vote and spoke about her goal of creating more certainty on these types of projects that meet the criteria for the program.

3. Award Professional Services Contract for the Hollinshead Park Improvement Project – *Ian Isaacson*

Mr. Isaacson described the location of Hollinhead Park as the “banana belt” of Bend. He spoke about the current features of the park including the barn and historic house. He explained the project information and said the improvement would be funded with SDCs, General Fund and grants. He said the budgetary impact is \$1 million for this project and additional funds as part of the 2023-27 CIP. He said the project scope includes permanent park restrooms, ADA upgrades to pathways to and around the barn, renovation of the parking area, enclose the off-leash area, creation of a history walk, and preparation of a maintenance report of the park’s historic structures. He said the kickoff for the project is this winter, design, public outreach and permitting this spring and construction in 2025.

Director Owens made a motion to authorize the executive director to award a professional services contract for the Hollinshead Park Improvement Project to Flagline Engineering with a cost not to exceed \$217,166, and to approve an additional 10% contingency of \$21,716, for a total design budget not to exceed \$238,882. Director Borja seconded. The motion was approved unanimously, 5-0.

4. Approve Resolution No. 2023-11 for authorizing SDCs for commercial to residential uses –
Michelle Healy

Ms. Healy said this is a housekeeping item. She said last year the legislation passed a bill allowing commercial property to be zoned as residential. She explained that the district can only charge the SDC fees for residential conversions if the board passes a resolution by end of 2023. She said the resolution would allow the district to charge appropriate residential SDC fees on commercial to residential conversions.

Director Schoen made a to approve Resolution No. 2023–11 adopting a policy on SDCs for conversions from commercial to residential uses. Director Barram seconded. The motion was approved unanimously, 5-0.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Horton shared the following:

- The city is getting close to settling on the tree preservation recommendations. He passed out a handout to the board (attachment to the minutes). Sara Anselment added that the goal was to strike a balance and said there is a flowchart for developers to follow. He said a draft code will go out in public outreach in January with the intent of having a work sessions and public hearings over the next year.
- Recreation Immunity Act is under threat again. He said he is working with a group of other parks districts with Senator Probanski’s office to add some protective language to protect park trails.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Borja thanked everyone for the grace shown to him as he is in his new work role.
- Director Schoen commented about the recreation report and the number of individuals that the district serves. She also acknowledged the sustainability grant that Rachel Colton was able to secure for the district. She said the stakeholder session earlier today was great with a lot of positive comments. She said there is some graffiti on the new Drake Park trail on the rocks. She said a local group offered their assistance in cleaning it up.
- Director Barram said she was in a meeting with the city this week to further discussions on the MUPTE and she is hoping to attend the Hollinshead Holiday open house.

ADJOURN 8:21pm



Prepared by,

Sheila Reed
Assistant to the Executive Director

Nathan Hovekamp, Chair

Jodie Barram, Vice-Chair

Donna Owens

Zavier Borja

Deb Schoen

News Release

For Immediate Release

Dec. 5, 2023

From:

Jacob Larsen, Community Relations Manager
541-317-3044, jlarsen@bendoregon.gov

For questions about the technicalities of the code, contact: Pauline Hardie, Senior Planner, 541-693-2153 and phardie@bendoregon.gov

For questions about the committee process, contact: Geoff Harris, Tree Regulation Update Advisory Committee Chair, 541-749-0184 and gharris@solairehomebuilders.com

Committee recommends changes aimed to preserve more trees

The Tree Regulation Update Advisory Committee is recommending several new changes to the Bend City Council that intend to preserve larger trees during new development while not creating a barrier to building more needed housing.

The Tree Regulation Update Advisory Committee voted Tuesday (8-5) to recommend a variety of changes to the Bend Development Code, which regulates how and when trees are allowed to be removed during development.

This process arose out of community members raising concerns around seeing how many trees were being cut down during new development projects.

In response, the Bend City Council created a temporary committee to research ways more significant trees could be preserved during new development while also not interfering with building the housing units the community needs.

Under state law, standards, conditions and procedures regulating housing must be clear and objective, and this process is intended to develop such standards to regulate how and when trees are preserved.

These recommended changes, if adopted, will strike a balance, and provide the framework to preserve more trees than what is happening now.

Corie Harlan, the Cities & Towns Program Director for Central Oregon LandWatch and committee member of the Tree Regulation Advisory Update Committee, said these tree code recommendations to City Council are a step in the right direction.

“LandWatch appreciates that this committee came in with different opinions and worked hard to strike a balance that would preserve more trees and build needed housing. If implemented with rigor and oversight, these updates should preserve more of our tree canopy,” Harlan said. “We look forward to continuing to participate in the public process ahead - and then working with the City to closely monitor the implementation of these code updates to ensure they lead to our shared, desired outcomes.”

A full draft recommendation detailing different options developers can follow to preserve trees will be released at the beginning of next year. Some highlights include:

- Developers would be required to preserve 20% of priority trees, which are defined as 20 inches in diameter or larger.
- Another option for developers is to preserve 25% of what is called the total “diameter at breast height” on a site. Diameter at breast height is the measurement of a tree’s diameter measured at 4 ½ feet off the ground. For this option, that means diameters of all trees that have a 6-inch diameter or larger on a development site would be added together, and 25% of that total would need to be preserved.
- If saving trees is not possible on a certain site, developers would also have the option to either replace a certain number of trees for every tree that was removed from the site. Bigger trees that were removed would require more trees to be planted in its place.
- If none of these options can be achieved, a developer may pay a “fee-in-lieu,” meaning the developer must pay a certain amount of money to mitigate for a certain number of trees. The fund would help with purchasing, planting and maintaining trees throughout the city.
- In general, developers would be required to preserve at least 5% of the total diameter at breast height of trees 6 inches or greater on a site. Lots that are an acre or less would be exempted from this requirement. The developer or property owner would still need to replan trees or pay the fee in lieu.

Geoff Harris, the President of Solaire Homebuilders and the chair of the committee, said he was thankful to serve on a committee full of community-minded volunteers that worked collaboratively to craft a series of clear and objective recommendations for the Planning Commission and City Council.

“Part of what made this process a success was that the committee was made of a diverse group of stakeholders, representing developers, neighborhoods, arborists, architects, environmental and equity interests,” Harris said. “Thanks to the Bend City Council for giving the public the chance to advise and inform ahead of the formal land-use process for a code update.”

A full draft recommendation will go before the Planning Commission and Bend City Council early next year. Please visit the [Tree Regulation Code Update webpage](#) for information about public outreach opportunities that will begin in January of 2024.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Jacob Larsen at 541-317-3044 or jlarsen@bendoregon.gov.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 19, 2023
SUBJECT:	Budget committee member appointment
STAFF RESOURCE:	Kristin Toney, Administrative Services Director
PREVIOUS BOARD ACTION:	None
ACTION PROPOSED:	Appoint two members to the district's budget committee

BACKGROUND

There are two vacant seats on the district's budget committee. These seats will serve a term of three fiscal year budget processes, beginning with the 2024-25 fiscal year budget process. Joanne Mathews and Cary Schneider completed their terms at the end of the budget process for fiscal year 2023-24. In prior years when a term is up for a budget committee member that would like to continue serving, the board has re-appointed that person for another term. Joanne and Cary would both like to serve again.

BUDGETARY IMPACT

The 2024-25 fiscal year's proposed budget is scheduled to be presented to the board and budget committee on May 14.

STAFF RECOMMENDATION

Staff recommends the board re-appoint Joanne Mathews and Cary Schneider to the budget committee member to fill the vacant positions.

MOTION

I make a motion to appoint Joanne Mathews and Cary Schneider to serve on the Bend Park and Recreation District's budget committee for a term of three fiscal year budget processes, beginning with the 2024-25 fiscal year budget process.

ATTACHMENT

None

BOARD AGENDA COMMUNICATION

AGENDA DATE:	December 19, 2023
SUBJECT:	Award Professional Services Contract for the Art Station Project
STAFF RESOURCE:	Jason Powell, Construction Manager Brian Hudspeth, Development Manager
PREVIOUS BOARD ACTION:	September 19, 2023, Future Art Station Facility
ACTION PROPOSED:	Approve Professional Services Contract
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Ensure the district is maintaining its adopted level of service targets

BACKGROUND

The district has provided a comprehensive art program since taking over operations of the Art Station from Arts Central seven-years ago. The Art Station was located in the old train depot in the Old Mill District for a reduces cost rent. The Old Mill District discontinued the lease in April 2022 so the building could be used to support the growing use of the amphitheater. Over the past year and a half, the district has offered art programs at Larkspur Community Center, Harmon Hobby Hut and in various Bend area schools. During this same period, district staff explored potential sites and facilities for a future centralized home for district art programs.

In September of 2023, district staff asked for guidance from the board regarding locating a new Art Station facility at Larkspur Park, across the lawn area from the Larkspur Center. Staff received board consensus to move forward with the project and proceed with hiring an architect.

On October 5, 2023, the district advertised the Request for Proposal (RFP) for professional design services for the Art Station Project. The scope-of-work in the RFP included project management, survey, design development, construction documents, permitting, cost estimating, bidding and construction administration services.

Four proposals were received November 2, 2023. The proposals were reviewed by a committee of staff. The consulting team led by Hacker Architects from Portland and Bend, Oregon was selected to enter into contract negotiations with the district. It is expected that design will begin in early 2024, with outreach happening in winter/spring 2024. Construction documents are anticipated to be complete toward the end of 2024, with construction to follow from 2025 into 2026.

BUDGETARY IMPACT

The 2024-2028 CIP allocates \$2,500,000 for the project - \$500,000 in FY 23-24 and \$2,000,000 in FY

24-25. Of this funding \$1,800,000 is SDC funds and \$700,000 is property taxes. None of the funding has been spent on the project to date. The negotiated fee for the professional design services with Hacker Architects is a cost not to exceed \$235,000.

STAFF RECOMMENDATION

Staff recommends approval of the Art Station Project professional design services contract with Hacker Architects with a cost not to exceed of \$235,000. Staff further recommends the board approve a 10% contingency of \$23,500 for a total design budget not to exceed \$258,500.

MOTION

I move to authorize the executive director to negotiate and execute a professional services contract for the Art Station Project to Hacker Architects with a cost not to exceed \$235,000, and to approve an additional 10% contingency of \$23,500, for a total design budget not to exceed \$258,500.

ATTACHMENT

None

Board Calendar 2024

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

January 2

WORK SESSION

- Community Needs Survey report – *Sara Anselment and RRC (45 min)*
- Level of Service Update – *Sara Anselment and Henry Stroud (20 min)*
- Sawyer Park project update – *Bronwen Mastro (15 min)*
- Board Policy – *Don Horton (15 min)*

BUSINESS SESSION

- Accept 2022-23 Annual Comprehensive Financial Report – *Eric Baird and Brenda Bartlett (20 min)*
- Approve Exclusion Policy – *Jeff Hagler (30 min)*
- Approve preferred concept for Manzanita Ridge – *Bronwen Mastro (15 min)*
- Riverfront IGA amendment TENTATIVE – *Henry Stroud (13 min)*

January 16

WORK SESSION

- IPM – *Mike Duarte and Zara Hickman (30 min)*
- Trails Update – *Henry Stroud (30 min)*
- Strategic Plan Update – *Rachel Colton (30 min)*

CONSENT

- Board Policy

BUSINESS SESSION

- Approve Lease Amendment for Boys and Girls Club – *Justin Sweet (15 min)*
- Adopt Resolution No. 2024-01 Approving new Local Contracting Rules – *Justin Sweet (15 min)*

February 2

BOARD WORKSHOP

February 20

WORK SESSION

- Comprehensive Project Prioritization results and unmet needs evaluation – *Sara Anselment (40 minutes)*

BUSINESS SESSION

March 5

WORK SESSION

BUSINESS SESSION

- Approve Fiscal Policies – *Kristin Toney (30 min)*

Comprehensive Park Search Areas, Trails and Crossings –
Comprehensive Plan Draft Review– *Sara Anselment*
Comprehensive Plan Adoption – *Sara Anselment*
SDC Project List Update – *Sara Anselment and Michelle Healy*
Approve MUPTe Resolution and IGA – *Michelle Healy and Rachel Colton (20 min)*
SDC Waivers
Design Contract for Art Station
IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*
Park Services Report: Hardsurface Program – *Alan Adams and Jason Monaghan (15 min)*
Update on Bi-lingual Communications – *Julie Brown and Kathya Avila Choquez (20 min)*
Website Update/Data Sharing – *Julie Brown*
IGA with NUID for canal trail – *Henry Stroud*
Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*
City of Bend Housing Need Overview TBD
Approve consultant contract for WWP – *Ian Isaacson*
Drake Park bank and trail improvement CMGC contract review – *Brian Hudspeth*
DEI Update – *Bronwen Mastro*
Approve easement acquisition NUC Trail
Approve Amendment to IGA with city of Bend for Riverfront Street project – *Henry Stroud (20 min)*
Trails count and River Use report