

DRAFT

Minutes of the Recreation and Parks Advisory Board Meeting

March 21, 2013 Regular Meeting

The March 21, 2013 Regular Meeting of the Recreation and Parks Advisory Board was convened at 7:07pm in the A/B Room of the Recreation Center with Gerry Palau, Board Chair presiding.

Roll Call

Members present included: Frank Chmielewicz, Bridgette Ellis, Gerry Palau, Laurel Patrick, Dan Robbins and Alan Tatum. Late: Allen Eubanks. Absent were Sherith Colverson and Cathy Toth

Approval of the February 14, 2013 Meeting Minutes

A motion to approve the minutes for February 14, 2013 was made by Laurel Patrick and seconded by Dan Robbins. The minutes were approved by a 6-0 vote.

Appearance and Citizen Comments

No one addressed the Board.

Committee Reports

Chairman Palau reviewed the format to be used for committee meeting reports (as was discussed at the February retreat and agreed to at the February Board meeting) where each committee report should address the following three items:

- *What the committee needs the Board to know*
- *The information, feedback or decisions the committee needs from the Board*
- *The critical timing/schedule constraints to deliver next stages of a committee product*

Bike/Ped Committee- Sherith Colverson

In Sherith's absence, Chairman Palau discussed the formation of a City Staff Working Committee with representatives from Rec and Parks, Community Development and Public Works along with Board members Frank Chmielewicz, Gerry Palau and Sherith Colverson. The group expects to meet on a regular basis over the next months to outline the approach that City Staff will pursue toward development of a master plan for the Rails to Trails project, as well as how various City Boards and board committees (like the BPWC) will engage to solicit community input and help support the master planning process.

#### Dog Park Committee- Bridgette Ellis

Bridgette Ellis discussed the Dog Park Open House, held at 6pm prior to the start of the Board meeting. She asked for Board feedback on what they heard from the public – particularly if there were any comments that might be show stoppers. Laurel Patrick echoed one comment heard by several Board members regarding the need for volunteers to help self- police the new park. Alan Tatum noted a comments he heard about the sewer Treatment Plant smell and the concern about mosquitoes. Overall, however, the overwhelming feedback about the dog park concepts shared at the meeting were highly positive and encouraging – and the most frequent comments heard by all Board members was with regard to a sense of urgency to get the park built and available for use as as possible. In order to collect a record of the comments heard at the open house, Bridgette asked Board members to send comments, concerns or feedback they heard to her or Josh. The feedback will be consolidated as a set of notes to be reviewed at the April Board meeting, and placed in the April meeting minutes for the record.

Bridgette discussed the draft ordinance and the proposed rules (attached). The Board needs to finalize their recommendations on both and forward to Staff and/or City Council. The ordinance is scheduled for the May City Council meeting. Josh will check on the construction schedule.

On behalf of the Park Board, Gerry also expressed his gratitude and thanks to the Dog Park Committee and the City Staff members who developed and prepared all the ideas and materials that were shared at the Open House, as well as those who organized and facilitated the Open House meeting.

#### Waterfront Redevelopment Master Planning Committee – Allen Eubanks

No report.

#### Community Funding Opportunities Committee – Laurel Patrick

Laurel Patrick discussed her efforts to gather information on current practices and her thoughts on the committee's role. She will have a draft of the Committee's charter for Board review at the April meeting.

#### Long-term Strategy/Needs Assessment Committee - Gerry Palau

Gerry Palau presented a draft of the Committee charter for Board review (see attached). The Board will consider the draft document at the April meeting. Gerry asked for volunteers to serve on the Committee.

#### Work Plan Deliverables

Gerry Palau presented the final work plan for 2013(see attached).

#### Unfinished Business

No unfinished business

## New Business

### Waterfront Signage

Dan Robbins reviewed his comments during his appearance before the Planning Commission at its February 21 meeting. He spoke as the Greenways Oak Ridge Chair and not as a Park Board member. He expressed concern over the current electronic sign along the walking trail and wants to ban additional signs along the waterfront. Dan made a motion for the Park Board to go on record as opposing electronic signage along the Melton Lake Greenway. The motion was not seconded.

Gerry Palau shared his observations on the topic from his January 24<sup>th</sup> meeting with the Planning Commission. The Commission was taking public input and reevaluating the ordinance that regulates electronic signs in the City. Commission members hope to craft an ordinance that will be applied fairly throughout the various zoning districts. Granting an exemption for one area and not for another area with the same zoning would be unfair and illegal. Ellen Smith agreed with the Planning Commission's position regarding regulations that target a specific part of town.

Chairman Palau suggested the Board designate Dan Robbins as their representative to work with Community Development and the Planning Commission to address the concerns about electronic signs along the walking trail and the waterfront. The Board approved Dan's appointment by a 6-0 vote.

## Director's Report

### New China Palace Restaurant Update

Josh Collins outlined a proposed time line for the relocation of the New China Palace Restaurant. The City has extended the restaurant's lease for three months. The restaurant owners plan to close in early June and plan to reopen at the new location in early July. City staff has a walk thru of the restaurant scheduled for early April.

### Recreational Equipment Rentals

At its March 18<sup>th</sup> meeting, City Council approved a Pilot program for Recreational Equipment Rental Concession at Melton Lake Park. The vendor will operate out of temporary quarters until late June at which time, the City will provide space in the former New China Palace Restaurant. The program will be evaluated in December.

The meeting was adjourned at 8:21 pm.

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TITLE

AN ORDINANCE TO AMEND TITLE 10, TITLED "ANIMAL CONTROL" OF THE CODE OF ORDINANCES, CITY OF OAK RIDGE, TENNESSEE," BY CREATING A NEW CHAPTER 4, TITLED "DOG PARKS," TO ESTABLISH PERMISSION FOR DOGS TO BE OFF-LEASH IN CITY-OWNED DOG PARKS AND TO ESTABLISH CERTAIN REQUIREMENTS FOR USE.

WHEREAS, by Resolution 6-41-2012, City Council supported and encouraged citizen efforts to establish a dog park and sought grant funding; and

WHEREAS, the City has received a grant in the amount of \$100,000.00 for use in constructing and equipping a dog park; and

WHEREAS, creation of a dog park will result in the need for an ordinance amendment to allow designated off-leash areas and to set forth certain requirements for use of the dog park.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

Section 1. Title 10, titled "Animal Control," of the Code of Ordinances, City of Oak Ridge, Tennessee, is hereby amended by creating a new Chapter 4, titled "Dog Parks," which new chapter shall read as follows:

**CHAPTER 4**

**DOG PARKS**

**Sec. 10-401. Dog Park, Off-Leash Area.**

The City has the authority to designate areas as dog parks. Dogs are permitted to be off-leash within the confines of any City-owned dog park area without being in violation of the City's leash law provided the provisions of this chapter are followed at all times.

**Sec. 10-402. Requirements.**

It is unlawful for any person to fail to follow the requirements for use of the dog park as set forth below and each and every violation per dog may be treated as a separate offense:

- (1) A person shall not bring any animal into the dog park other than a dog. This prohibition is not applicable to a service animal in performance of, or in training for, its duties to provide assistance to a person with disabilities.
- (2) A person having charge, custody, care or control of a dog shall not bring a dog to the dog park that has been declared vicious by any governmental entity.
- (3) A person having charge, custody, care or control of a dog shall not bring a dog in heat into the dog park.
- (4) A person having charge, custody, care or control of a dog shall only bring a dog(s) to the dog park if the dog is healthy and properly vaccinated.
- (5) Proof of rabies vaccination must be shown upon request of any city law enforcement officer or animal control officer. A rabies tag is sufficient proof provided it is attached to the dog's collar.

- (6) If the dog park has a designated area for small dogs, no dogs over twenty pounds (20 lbs) may be in the small dog area.
- (7) All dogs must be leashed when entering and exiting the dog park, and the person having charge, custody, care or control of the dog must keep the leash in their possession at all times inside the dog park.
- (8) The person having charge, custody, care or control of the dog must promptly remove and dispose of any waste deposited by their dog. Trash receptacles will be available within the dog park.
- (9) The person having charge, custody, care or control of the dog must repair any damage caused by their dog(s) including filling in holes dug by the dog.
- (10) The person having charge, custody, care of control of the dog must immediately remove the dog if the dog shows signs of aggression toward people or other dogs within the dog park.
- (11) Weapons are not permitted within the dog park.
- (12) Dogs may not be left in the dog park unattended.

**Sec. 10-403. Rules.**

In addition to the requirements set forth in this chapter, the City has the authority to establish and post rules and regulations pertaining to use of the dog park. Dog park rules will be posted at the main entrance to the dog park and on the City's website and must be followed.

**Sec. 10-404. Violations.**

A person in violation of the requirements set forth in this chapter and/or the posted rules for the dog park may be banned from the dog park for a designated or indefinite time period. In addition, a person in violation of the requirements of this chapter may be cited for the violation(s) in city court.

**Sec. 10-405. Implied Consent.**

Use of the dog park shall constitute implied consent of the owner or any person have charge, custody, care or control of the dog to strictly follow the requirements and rules set forth in this chapter, and shall constitute a waiver of liability to the City, its officials, officers, and employees, an assumption of all risks, and an agreement and undertaking to protect, indemnify, defend and hold harmless the City, its officials, officers, and employees for any injury or damage to persons or property during any time that the dog is in the dog park.

**Sec. 10-406. Responsibility and Liability.**

The provisions of City Code §10-401 do not relieve the owner or person have charge, custody, care, or control of a dog from the responsibility to maintain proper control over the dog nor shall City Code §10-401 be construed to relieve such person from any liability for any damages arising out of his or her use of the dog park.

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Section 2. This ordinance shall become effective ten (10) days after adoption on second reading, the welfare of the City of Oak Ridge requiring it.

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Thomas L. Beehan, Mayor

\_\_\_\_\_  
Diana R. Stanley, City Clerk

First Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_



Use of the Park constitutes acknowledgement of these

## General Rules

for the

*PROPOSED*

## Big Turtle Dog Park

- Dogs must be leashed when entering and exiting the Park and dog owners must have a leash in possession at all times inside the Park.
- The City of Oak Ridge is not responsible for injuries to dogs, their owners/handlers, or others that use the Park. This area is for dogs and their handlers only.
- Limit of 3 dogs per adult.
- No smoking, food or beverages within the Park.
- Dog waste must be cleaned up immediately by the dog owners and placed in trash receptacles.
- Dogs must be current with all vaccinations, healthy and wearing a collar with identification at all times.
- Dogs in heat and puppies under 4 months of age are prohibited.
- Pets other than dogs are prohibited from entering the Park.
- Dog owners are responsible for ensuring that their dogs do not escape from the fenced area.
- Children age 12 and under must be supervised.
- Dogs showing aggression toward people or other animals must be removed from the Park.
- Dog owners must be in the Park with their dogs at all times.
- Dog owners are responsible for filling holes and repairing damage caused by their dogs.



*Recreation & Parks Advisory Board*

# **Charter for the Long-term Strategy & Needs Assessment Committee**

## **Mission Statement**

Conduct analysis of recreation and parks facilities and programming in light of identified needs in order guide strategic decision-making on long-term investment priorities and funding levels for:

- Parks Board can use to establish work priorities for more detailed consideration, evaluation, public engagement, and in making recommendations to Council and staff;
- City Staff use in planning CIP requests.

## **Scope & Deliverables**

- Evaluate the City’s current recreation & parks mission & vision
  - Consider an R&P mission statement (e.g., is it to provide a diversity of quality community recreation opportunities for citizens and guests of the city?)
  - Consider the 5, 10, and 20 year vision for R&P (e.g., 25 years ago the city’s R&P vision was to develop a park system, and resources were focused on that vision);
- Identify the long-term community needs/investments recognizing this is an ongoing, evolutionary process that helps define mission and vision Develop a working draft of needs assessment (~10 page report) including a spreadsheet containing key data such as:
  - Inventory of unmet needs;
  - Demographic that need would serve;
  - Extent of deficit/unmet need versus existing capacity;
  - Extent to which average versus peak demand is met;
    - What condition/situation it fixes/improves;
    - Opportunities to increase/optimize utilization of existing facilities, including potential to use existing facilities for new purposes.
- Integrate needs assessment with other ongoing Parks Board focus areas such as the waterfront redevelopment, CSX rails-to-trails, etc.

## **Suggested Committee Members**

- Gerry Palau – Committee Chair
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## **Recreation and Parks Advisory Board 2013 Work Plan**

### **High Priority Strategic Directions and Plans**

- 1) Support City Staff in development of dog park infrastructure for the City.
  - a) Develop funding mechanism.
  - b) Host at least one open house opportunity to engage citizens and solicit public input on dog parks.
  - c) Finalize park rules and regulations and associated ordinances.
  - d) Identify future dog park sites.
  - e) Create an ongoing "Oak Ridge Dog Park User Group" to assist City in promotions and issue resolution.
  
- 2) Develop a master plan strategy for future redevelopment and enhancement of the City waterfront.
  - a) Evolve existing master planning concepts to reflect current thinking, priorities, and public input (written report by December 2013).
  - b) Define a proposed plan of future, executable projects, including scope, cost estimates, coordination/integration, and ROM schedule (December 2013).
  - c) Assist staff in addressing existing buildings repurposing/refurbishing with recommendation based on options and ROM cost estimates (December 2013).
  - d) Host at least one open house opportunity to engage citizens and solicit public input (June 2013).
  
- 3) Develop an action plan for development of a CSX rails-to-trails initiative.
  - a) Articulate a set of functional requirements (e.g., surface, access points, support infrastructure such as parking, potable water, benches, bike racks, etc.) and design criteria for the detailed designs that will convert the rail line to a highest, maximum use transportation and recreation corridor through the City (December 2013).
  - b) Define a proposed plan of Articulate a high-level plan of future, executable projects, including scope, cost estimates, coordination/integration, and ROM schedule (December 2013)
  - c) Host at least one open house opportunity to engage citizens and solicit public input (October 2013).
  
- 4) Develop a 2013 community funding opportunities list.
  - a) Top 5 to 10 community funding opportunities in a series of price ranges (e.g., <\$500, \$1K, \$5K, \$10K, \$29K, \$50K, \$100K, \$500K) - August 2013

5) NEEDS ASSESSMENT:

- Identify the long-term community needs/investments beyond Council's four tactical initiatives. This is an ongoing, evolutionary process that helps define mission and vision.
  - Deliverables:
    - Quarterly open house-style availability sessions (e.g., topics such athletic facilities/programs; parks; human-powered; individual activities (hiking, etc.), city programming.)
    - Working draft of needs assessment (~10 page report for CY-2012) including a spreadsheet containing key data such as:
      - Inventory of citizen-suggested unmet needs;
      - Demographic that need would serve;
      - Extent of deficit/unmet need versus existing capacity;
        - Extent to which average versus peak demand is met;
      - What condition/situation it fixes/improves;
      - Opportunities to increase/optimize utilization of existing facilities, including potential to use existing facilities for new purposes.
- Evaluate the current recreation & parks mission & vision
  - Deliverables:
    - Consider R&P mission statement; is it to provide a diversity of quality community recreation opportunities for citizens and guests to the city?
    - Consider the 5, 10, and 20 year vision for R&P (25 years ago the city's R&P vision was to develop a park system, and resources were focused on that).