

City of Charlottesville
Department of Parks and Recreation
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"A World Class City"

PARKS AND RECREATION ADVISORY BOARD AGENDA August 21, 2013

ADMINISTRATIVE ITEMS

ADMIN-1 Adoption of Minutes – July 17, 2013 Advisory Board Meeting

INFORMATION ITEMS

I-1 Azalea Park Master Plan Implementation Update
I-2 Rives Park Master Plan Implementation – Construction Schedule
I-3 Tonsler Park Master Plan
I-4 Carver Recreation Center Programming Report

ACTION ITEMS

A-1 Advisory Board Bylaws

CHAIRMAN'S MATTERS

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
August 21, 2013

ADMINISTRATIVE – 1

Adoption of Minutes – July 17, 2013 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the July 17, 2013 meeting.

ENCLOSED DOCUMENTS:

Minutes of July 17, 2013 meeting.

PARKS AND RECREATION ADVISORY BOARD

MINUTES

July 17, 2013

The Parks and Recreation Advisory Board held a regular and public meeting on Wednesday, July 17, 2013 at 5:00 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Byron Brown, Anne Hemenway, David Hirschman, John Kammauff, Sean McCord, Ned Michie and Jordan Pheimister. Members absent were: Llezelle Dugger and Natasha Sienitsky
Staff: Brian Daly, Doug Ehman, Vic Garber

Minutes:

- Ned Michie made a motion to approve June 17, 2013 minutes, second by Ruth Barnett, motion was unanimously approved.

Azalea Park Master Plan

- Doug Ehman reported that they are in the process of ordering playground equipment, out for bid by end of month, and have met with the community, deciding on shelter and ball field.

2013 City Comprehensive Plan

- Brian Daly stated to board members that a draft Comprehensive Plan was included in packet. City & County have been working on the plan for the past 1 ½ years, going to City Council on August 19.
- Several things retained, facility standards, park classification system
- Added 5th class – language about natural resources
- Matrix of facilities included
- Ned Michie asked if park classifications are part of the plan, Brian Daly replied yes.
- Anne Hemenway asked if plan pertained to programs, Brian Daly replied no. Also stated that there was little about Towe Park, Brian Daly replied that it was jointly owned, but that the County actually administers the facility, however, Towe Park athletic fields are included in plan. Funding is based on usage & population and is required to update every 5 years.
- Brian Daly stated that there was a request from the County to include capital improvement for Towe Park in the City's plan.
- Anne Hemenway asked about Dog Parks not being listed under the inventory category @ Towe
- Jordan Pheimister asked about a connecting park system, Bike/Ped system; also asked if these goals filtered down to other amenities, ex. flower beds, landscaping. Brian Daly replied that it was built into the Parks & Recreation maintenance plan.
- Anne Hemenway asked if school playgrounds were included in plan, Brian Daly replied – yes, they are included in facility standard calculations.
- Brian Daly stated that he will update the matrix to include that Bailey & Rothwell Parks that no longer exist.
- Brian Daly stated that on the first page there was a footnote for the following categories: both city & county plans, resource management plans – natural resource areas.
- Brian Daly stated that when the Needs Assessment Plan was done that it did include benches, during master plan processes several restrooms have been added or made year round

Role of Advisory Board

- Brian Daly stated that there were questions at former meeting about the role of the Advisory Board, thought that board members could discuss role of board, could be beneficial with so many new members and included bylaws in packet.

- Sean McCord stated that he was coming up on the end of his 2nd term and that he came on board right after the decision on YMCA, haven't had that kind of profile projects lately.
- What more can board members do, what should they be doing, should be pipeline, take decision and bring to public, let community know that members are present
- John Kammauff asked what personal interests, community interests were. Most concerns related have been responded to and have been positive. Stated that the board has touched almost every park in the city since on board.
- Byron Brown felt members don't have any qualms expressing opinion to staff, use board as a sounding board, are community advocates, role is advisory, bylaws pretty much described his expectations. Big projects make feel more involved.
- Anne Hemenway stated that she was new to the board, but felt it was her responsibility to represent her neighborhood.
- Ned Michie felt it was one of dynamics – great parks staff, excellent job makes board's job easier. Encouraged staff to look to users, opportunities, prioritizing by input from users.
- Byron Brown asked a question about his term, was it 2 or 3-year terms, asked if you fill in someone else's term how does that configure. Brian Daly replied that he filled a term and was eligible for two terms
- Sean McCord asked a question about attendance, said he was unclear on the process if a board member misses 3 meetings, what happens – clarify ahead of time.
- John Kammauff stated that it happened to him and he received a call from the Chairman.
- After board discussed, Brian Daly stated that the bylaws wording would be changed to: may be removed at discretion of the Chairman and majority of the board.
- David Hirschman questioned was the board making work for staff, rather than helping staff? Talked to Chris about trails, asked why some are more packed than others, conditions, thought it might make a good research project
- Vic Garber stated that it was important that board members be key representing, people will listen

Accreditation

- Next big project, accreditation – trying to be prepared
- Anne Hemenway asked what that meant. Brian Daly replied that Parks & Recreation agencies can choose to go through accreditation effectively by going through best practices, proving that you are in line with practices, 144 standards, 36 are fundamental and must be met fully met. Can miss up to 14 non fundamental practices
- Brian Daly stated that they were 6 departments in VA that are accredited, nationally 120
- Anne Hemenway asked what the advantage of being accredited was. Benefit is raising the standards, standardizing services, raises bar that it can't go back.
- Accreditation will involve Human Resources & Finance, certain policies citywide need to be in place to qualify. One of the fundamental standards is have an Advisory Board/planning board in place, board plays an integral role
- Everything is documentation
- Brian Daly reported that the department was at a point to start process, stated that he has been thinking about it for 3 years.

Chairman's Matters

- Byron Brown reported that citizens have stated to him that Parks & Recreation programs are excellent.

Board Matters

- John Kammauff asked about the bridge @ McIntire Park, Doug Ehman replied that funding for that project would be through VDOT, 50% drawings are completed, 70-75% drawings, then public meeting – deck bridge – probably around October
- Pavilion @ McIntire Park – Doug Ehman replied that the YMCA is still working on pricing so Parks & Recreation is able to reserve shelters through Labor Day and that it is posted on the Parks & Recreation website.
- Reported that there was a new athletic director @ CHS
- David Hirschman stated that the Sunday Sundown @ Washington was excellent and well received. Also stated concern that on the 250 bypass he has seen skateboarders waiting to cross traffic, Doug Ehman replied that foot access is not their @ the moment
- Anne Hemenway concerned about kids crossing bypass to Skatepark, feels if you know it's happening, should address it.
- Asked that at a future Advisory Board meeting if there could be a Carver Center report including attendance, etc.
- Sean McCord stated that he had visitors for July 4th and that they were very impressed with Parks and Recreation facilities,
- Ruth Barnett stated that she was impressed with parks, flowers, workers, staff very polite, black planters on Downtown Mall very beautiful. Asked about benches on the Downtown Mall, Doug Ehman replied that there was an advisory group addressing issues on the mall, will bring a report to City Council. Stated that the benches issue has come up, mixed opinions.
- Jordan Pheimister gave kudos on Washington Park renovations and pool, felt it was a great setup. Reported that the family bathroom lock was very strange, maybe a sign would help. Asked about the women's ADA stall with fixtures off, Doug Ehman replied that they have been replaced 3 times.
- Jordan Pheimister stated that the old Meade Park pool used to have outdoor lap time, asked if this has been considered for outdoor pools now, Brian Daly replied that there presently was early morning lap swim @ the outdoor pools, Vic Garber stated that he would look into.

Directors Matters

- Brian Daly reported that there was a new event, Belmont in the Park being held from 4-8 p.m., Saturday, July 20 which included bands, kids' activities, DJ, diversity of music, BAMA works was co-sponsoring.

Motion:

- Jordan Pheimister made a motion to adjourn meeting, John Kammauff second, motion was unanimously approved.
- Meeting adjourned @ 6:40 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
August 21, 2013

INFORMATION - 1

Azalea Park Master Plan Implementation Construction Schedule

Staff will provide an update on the implementation of the Master Plan for Azalea Park, including an update on the stormwater management wetland project and next steps for Fiscal Year 2014.

INFORMATION - 2

Rives Park Master Plan Implementation Construction Schedule

Staff will provide an update to the construction schedule for the improvements to Rives Park.

INFORMATION - 3

Carver Recreation Center Programming Report

Staff will provide an overview of the Carver facility, programs, special events, rentals, attendance and future programming possibilities. The Center has been a great success since its re-opening in January.

INFORMATION - 4

Tonsler Park Master Plan

The Planning Commission reviewed the draft Master Plan for Tonsler Park at their meeting of August 13, 2013. The Master Plan is scheduled to be considered by City Council at the September 3, 2013 meeting. The comments from the Planning Commission are attached to the Board Package.



City of Charlottesville

MEMO

“A World Class City”

TO: City Council
FROM: Missy Creasy, AICP, Planning Manager on behalf of the City Planning Commission
DATE: August 13, 2013
SUBJECT: **Comments on Tonsler Park Master Plan Presentation August 13, 2012**

On August 13, 2013, Parks and Recreation staff presented the Tonsler Park Master Plan project history, community input process and park concept plan recommended by the Parks and Recreation Advisory Board to the Planning Commission for comment. Commissioners had to opportunity ask questions and then provide comments individually which are summarized below:

- The Park loop trail should be as far to the edge as possible to allow for as much field space as possible. Consult with local user groups to see what dimensions are desirable.
- Safety for trail users in close proximity of the wooded area needs to be taken into account.
- The proposed field house should contain windows to allow for viewing and supervision of the outdoor play areas.
- Lighting in the rear areas of the park may assist with increased use and safety for users.
- Terraced seating in the natural areas within proximity of the tennis and basketball courts should be considered. Consider a high perch near the tennis courts for sitting and viewing the sunset.
- Retain existing and add more trees wherever possible.
- Consideration needs to be given to street edges and how they will be defined without buildings.
- Explore inclusion of lighted non-traditional, active use sport courts where tennis courts currently exist or elsewhere
- Discourage additional parking. Keeping neighborhood parks walkable and bikeable is ideal.
- In the design of the basketball courts, keep in mind there are other potential uses as there will be lighting at the edges. Allow for this flexibility. Consider basketball surface as opportunity for more flexible uses (e.g. goals for small-sided soccer games)
- The open play area is a big improvement. Make sure the bases are close to the ground so they are not a trip hazard during other activities.
- Locate the open shelter closer to the playground and open play area to allow for good placement for supervision.
- Relook at the amphitheater. Perhaps level it off.
- The design may be “over planned.”
- Because of anticipated growth in vicinity, consider purchase options to provide opportunities for more passive activity opportunities through acquisition of adjacent land.
- Eyes on the playground are important.
- A professional designer must address the master plan and incorporation of new elements in the park.
- Consider water fountains which are tamperproof.
- Assure ADA access.
- Reconfigure basketball courts to proper dimensions for full court play

The Planning Commission appreciates the opportunity to be a part of this process.

City of Charlottesville
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ACTION - 1

Advisory Board Bylaws

At the July Advisory Board Meeting, the Board conducted a discussion of the role of the Advisory Board. An outgrowth of those discussions was the need for further clarity in the By Laws of the Advisory Board. After staff review, an updated version of the By Laws is attached for review and discussion. The existing By Laws are also attached for reference.



P.O. Box 911 Charlottesville, VA 22902
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PARKS AND RECREATION ADVISORY BOARD BY-LAWS

DRAFT Updated August, 2013 DRAFT

SECTION 1: DUTIES AND RESPONSIBILITIES

The Advisory Board shall serve as an advisory body for the Charlottesville City Council. The Advisory Board shall also serve as a liaison between the Parks and Recreation Department and the citizens of the City of Charlottesville.

The Advisory Board shall consult with and advise said bodies and staff in all matters affecting the functions of the Parks and Recreation Department, including, but not limited to: Strategic and program planning, programming, development of the Capital Improvement Program, annual operating budget, revenue generation, facility planning and operations, park master planning, natural and cultural resource protection and land acquisition.

SECTION 2: APPLICATION & NOMINATION

Upon a vacancy on the Advisory Board, the Clerk of Council will advertise and call for applications to the Advisory Board, which are to be submitted to the Clerk of Council.

SECTION 3: APPOINTMENT AND LENGTH OF TERM OF BOARD MEMBERS

City Council appoints members to the Advisory Board during an open session of City Council. Terms of service begin on January 1 and expire on December 31, annually. Each member shall be appointed for a three-year term.

Each Advisory Board member shall be eligible for re-appoint to one (1) full three year term. Consecutive terms served shall be limited to two (2) three year terms of service.

Vacancies occurring on the Advisory Board as a result of resignation, death or otherwise shall be advertised and new member(s) appointed by City Council at the earliest possible opportunity. Such appointments will complete the unexpired term of the vacant seat; and are eligible for appointment to a full three term upon the completion of the unexpired term.

SECTION 4: COMPOSITION & COMPENSATION

The Advisory Board shall be comprised of nine (9) members and shall include the appointment of one (1) member of the Planning Commission and one (1) member of the School Board to the Advisory Board. These members are appointed to the Advisory Board by their respective entities with no limit on the number of terms they may serve on the Advisory Board.

SECTION 5: MEETINGS

The Advisory Board shall meet monthly, on the third Wednesday of the month. The Chair of the Advisory Board may call a special meeting of the Advisory Board at any time, by giving each member a minimum of seventy-two (72) hours of notice.

A quorum of the Advisory Board must be present before any action of an official nature may be taken. A quorum is defined as five (5) of the nine (9) members of the Board.

SECTION 6: ATTENDANCE

Advisory Board members are encouraged to attend all meetings of the Advisory Board. Should a member fail to attend seventy-five (75) percent of the regular or special meetings of the Advisory Board; the Chair shall inquire of the Board Member in question if they still intend to serve on the Board. In the absence of an affirmative response or resignation, the Chair may request a vote of removal from the Advisory Board. A vote for removal requires a simple majority vote.

SECTION 7: SELECTION OF OFFICERS

At the first meeting of the Advisory Board in each calendar year, the Board shall select from its members and appoint by a majority vote a Chair and Vice-Chair of the Board. The Chair and Vice-Chair shall serve in that capacity for the remainder of that calendar year.

SECTION 8: STAFF SUPPORT

Staff support to the Advisory Board will be assigned by the office of the Director of Parks and Recreation to process the administrative work of the Advisory Board and to make presentation(s) to the Advisory Board regarding issues outlined in Section 1 of these by-laws.

Revised and updated August, 2013