

**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Valley Library**  
**Wednesday, June 14<sup>th</sup>, 2017**  
**5:15 P.M.**

- I. Call to Order
- II. Approval of Agenda
- III. Public Participation on Non-Agenda Items
- IV. Approval of Minutes
  - A. Wednesday, February 8<sup>th</sup>, 2017
  - B. Tuesday, May 9<sup>th</sup>, 2017
- V. Unfinished Business
  - A. Parking Lot Presentation from Lori Sowa and public comment period
  - B. Parks & Rec Master Plan Update from Alix Pierce
  - C. Commercial Use Policy Update
  - D. Alcohol Policy Update
  - E. 2018 American Primrose Society National Show
- VI. New Business
  - A. Friends of JOA Morgan Davis Presentation on Survey & Master Plan
  - B. Plant Collections & Acquisitions Policy review and renew
- VII. Committee, Liaison, and/or Staff Reports
  - A. Chair Report – E. Buyarski
  - B. Manager Report – M. Jensen
  - C. Friends of JOA Report – P. Harris
  - D. Other Business
- VIII. Adjournment

**MINUTES**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Mendenhall Library, Conference Room | Wednesday, June 14<sup>th</sup>, 2017 5:15 P.M.**

**I. Call to Order at 5:16 by Chair, Ed Buyarski**

**Present:** Kristin Bartlett, Ed Buyarski, Peter Froehlich, Kim Garner, Patricia Harris, Nell McConahey, Deborah Rudis (t)

**Absent:** Shawn Eisele

**Staff Present:** Brent Fischer, Facilities, Parks, & Landscape Superintendent; Merrill Jensen, Arboretum Manager, Lauren Verrelli, P&R Administrative Assistant II; Alexandra Pierce, Project Manager; Lori Sowa, Engineer

**II. Agenda Changes – None.**

**III. Public Participation on Non-Agenda Items – None.**

**IV. Approval of Minutes –**

**A. February 8<sup>th</sup>, 2017:** P. Harris moves to approve the minutes with edits, no objection.

***Minutes adopted.***

**B. May 9<sup>th</sup>, 2017 \*Special Meeting:** P. Harris moves to approve the special meeting minutes, no objection. ***Minutes adopted.***

**V. Unfinished Business –**

**A. Parking Lot Presentation from Engineering:**

L. Sowa: We currently have \$90,000 in funding (\$70,000 from voter approved sales tax and \$20,000 from Parks & Rec budget). We want to minimize tree removal as much as possible. Our goal is to have 20 spaces in the lot and DOT is okay with us building it within their right away. Surveyors were out this morning marking trees; we're trying to minimize the foot print of the lot. If we're interested in salvaging any downed trees, we can write it into the contract if we would like. The intention is to make this parking lot work with the trail and create a new trail through the woods to the Arboretum but that is outside of this specific project scope. The current parking at the arboretum will be reserved for ADA accessible vehicles. Mid-August will be the earliest construction would start on this project and we anticipate a completion date by mid-September. Once we have a design in place, it should not be a long project.

**B. Parks & Rec Master Plan Update:**

A. Pierce: Currently, we're in phase 3 and we're going back to the stakeholder groups to show them what we're generally recommending from everything we heard. One goal that is specific to the Arboretum within the Master Plan is to grow Arboretum revenue with a main goal of becoming self-sustaining. *In-depth handout included in packet on current status [page 3-6].*

**C. Commercial Use Policy Update:**

M. Jensen: SEAL Trust is still attempting to gather everything on commercial use and distill it down into one usable definition. Once they get all that, they will forward it onto us where we will review and then submit it to CBJ Law for their approval. It is still a work in progress at this time; they're still working through the scenarios we provided them.

P. Froehlich: We should create a subcommittee to work on this with SEAL Trust.

*Subcommittee: Merrill, Deb and Nell*

**D. Alcohol Policy Update:**

M. Jensen: This is another one that is still being worked on. I have had a conversation with Treadwell Arena. They are allowed to have alcohol events after getting permission from the City Managers for larger scale events. We should be able to have our own alcohol policy that will be run by the Parks & Rec Director and final approval by the City Managers. We would add something into the wedding policy.

**E. 2018 American Primrose Society National Show:**

M. Jensen: We have formed a subcommittee to start the planning. We're currently looking into venues for a couple different events. We have the keynote speaker lined up, Pam Eveleigh, creator of Primula World. We have support from the Master Gardner's, Juneau Garden Club and Friends of JOA which will draw more people in.

**VI. New Business –**

**A. Friends of JOA Survey & Master Plan Presentation:**

Morgan Davis, 633 Harris St.: Reviewed the Friends of JOA survey results and presented their thoughts on a Master Plan for the Arboretum. *In-depth handout included in packet on survey results & Master Plan [page 7].*

**B. Plant Collections & Acquisitions Policy:**

M. Jensen: This policy needs to be reviewed and renewed every 5 years. I will send out the policy and then we can review and discuss at the next meeting.

**VII. Committee Liaison and Staff Reports**

**A. Chair Report:** The Arboretum was removed from consideration for budget cutting.

**B. Manager's Report:** *Included in packet.*

**C. Friends of JOA –**

K. Garner: The Plant Sale raised around \$3,000 for the Friends of JOA.

**VIII. Other business— None.**

**Adjournment – 7:02 p.m.** *Having no further business before the Board.*

**Next Meeting: Wednesday, June 14<sup>th</sup> at 5:15 p.m. in the Mendenhall Library.**

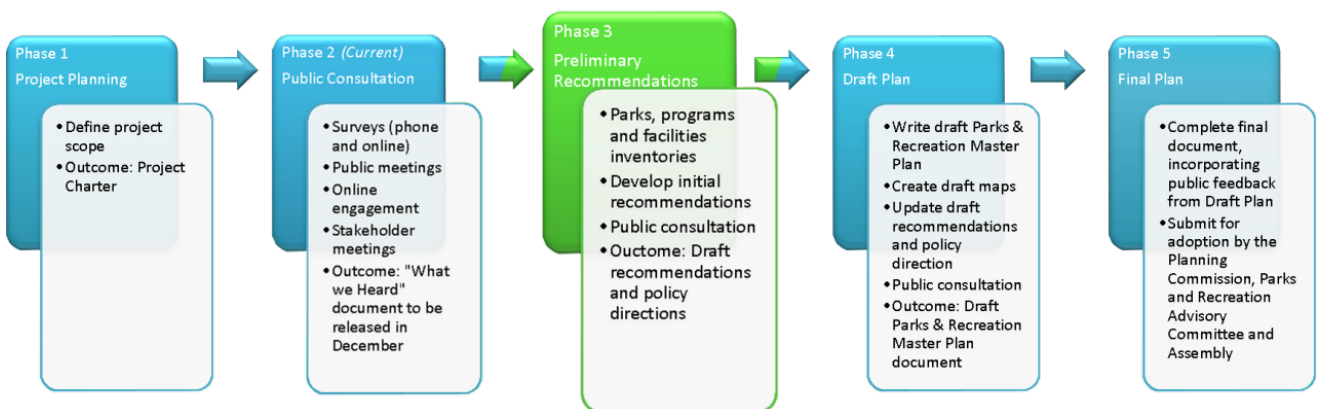
Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 8.8.17

**Date: June 27, 2017**

JOAB Minutes 6.14.17

**To: Planning Commission, Assembly**  
**Cc: Parks and Recreation Advisory Committee**  
**From: Alexandra Pierce, Project Manager**  
**Subject: Parks and Recreation Master Plan**

The objective of this project is to develop a Parks and Recreation Master Plan that serves the needs of the community of Juneau and addresses gaps in the current system over the next 10 to 20 years. The Plan will answer the question, “what does the department look like in 20 years?” and will provide a roadmap to achieve that long-term vision with policies and recommendations to be executed over the next 10 years. The Plan will be easily updatable and will also identify opportunities for partnerships with community organizations and will seek to gather and reflect the needs of the broader public, not just current Parks and Recreation facility users. The most recent Parks and Recreation Comprehensive Plan was adopted in 1997, with the recommendations chapter updated in 2007. Since the completion of the 1997 plan, several new facilities have been developed or acquired by the community and shifts in community needs and priorities have not been assessed in relation to Parks and Recreation. The process has been divided into five phases as shown below:



### **Phase 1: Project Planning**

Phase 1 completed in summer of 2016 with identification of the project scope and objectives. Centennial Hall and Parking are outside the core function of Parks & Recreation and are excluded from the project. All other Parks & Recreation programs and facilities fall within the scope of the Master Plan.

### **Phase 2: Public Consultation**

Parks & Rec staff completed Phase 2 in late 2016 by conducting public outreach and releasing a document, “What we Heard” in December. The following topics emerged from our public consultation.

Themes:

- Affordability
- Community value
- Maintain what we have
- Support for seniors
- Support for underserved residents
- Partnerships
- Youth activities

## Topics Identified for Further Discussion

- Augustus Brown Pool
- Additional indoor ice surface
- Off road vehicles

## Requested Additions and Upgrades

- Additional bike trails/paths
- Additional dog parks
- Indoor recreation space
- Lemon Creek park space
- Pipeline Skate Park improvements
- Restroom facilities at parks
- Trail maintenance and upgrades
- Turf fields

## Phase 3: Inventories

We are currently in Phase 3, with the following tasks in progress:

- Special Committee – A demographically representative Master Plan advisory group was formed as a special committee of the Parks and Recreation Advisory Committee (PRAC). The committee is vetting plan outcomes and public materials before they are reviewed by the public. The committee has met five times and has established the following mission, vision and guiding principles. These statements will shape the direction of the Plan.
  - o Mission Statement: To establish Parks & Recreation's role as an essential partner in a healthy community
  - o Vision Statement: Guiding future decisions to provide the highest possible quality Parks & Recreation facilities, programs and services for all regardless of age, income, or ability
  - o Guiding Principles: The Parks and Recreation Master Plan will guide the department in:
    - Promoting community engagement, health, and wellness
    - Managing our assets effectively
    - Ensuring financial sustainability
    - Supporting community partnerships
    - Engaging youth and encouraging lifelong wellness
    - Serving the needs of a diverse and changing population
    - Fostering environmental stewardship
    - Increasing cultural awareness
- Parks, Programs, Facilities Inventories
  - o The parks inventory will include:
    - A review of existing parks facilities
    - An evaluation of the physical condition and functionality of city managed parks, and an analysis of the park system to determine whether Juneau has the right parks in the right places with the right equipment. This will inform future decisions on capital improvement project spending.
    - A policy and process for parkland acquisition and disposal and a review of Parks & Recreation managed lands that meet a set of criteria for potential divestment. Park lands identified as potentially available will be subject to a more stringent disposal or sale process than other CBJ managed lands.

- The programs and facilities inventory will include a list of needed capital projects reconciled with community recommendations and input, as well as benchmarking of Juneau's recreation offerings against other communities.
- Assessment of trails will include a review of the non-motorized transportation plan for connectivity between parks, programs and trail systems and will identify recommendations for large trail projects. We will recommend developing a new Trails Plan and have already put this project on the 1% list. We will propose a set of trails standards to be applied in the new trails plan and to create management objectives for CBJ trails.
- Recommendations
  - o Attached is a list of recommendations, vetted by the committee, which is currently with stakeholders for review. Recommendations are categorized as required actions (required to continue operating successfully), recommended actions (suggested improvements to facilities and services), or potential actions (requested by community members or groups but not currently operationally and/or financially feasible) and will include capital costs.
- Public Consultation
  - o We are posting a project update on PlaceSpeak and vetting the recommendations with our stakeholders. The draft plan will receive a full public review in late 2017 including public meetings, stakeholder review, and online engagement.

#### **Phase 4: Draft Plan**

The draft plan will be a first draft document submitted to the public for review in late 2017. The project team will reach out to stakeholders and the public through a series of meetings and online to ensure that the draft plan and recommendations are in line with the interests and needs of the community.

##### **Draft Plan**

- Outline of how document will be organized to be accepted by special committee and presented to the public for comment through the following channels:
  - o Stakeholder meetings
  - o Public meetings
  - o Online engagement

##### **Draft Maps**

- Visual component of Plan to be accepted by special committee and presented to public for comment through the following:
  - o Stakeholder meetings
  - o Public meetings
  - o Online engagement

##### **Draft Recommendations**

- Recommendations with timeline and budget estimates to be accepted by the special committee and presented for public comment through the following channels:
  - o Stakeholder meetings
  - o Public meetings
  - o Online engagement

#### **Phase 5: Final Plan**

The final document will be presented in a complete, visually appealing format and providing community-verified direction for how Juneau Parks and Recreation looks over the next one to two decades. The Final Plan will be completed in 2018.

#### Acceptance Criteria

- Acceptance by PRAC
- Acceptance of any lands-related recommendations by Planning Commission
- Acceptance by CBJ Assembly

#### **Attachments: Draft Policy Statements and Recommendations**

6/14/17 JOA Advisory Board Meeting: Presentation by Morgan Humphreys Davis of FJOA

- ☐ Results of 2016 user survey, to be included in P&R Master Plan
  - ☐ Small groups most common: over 90% in groups of 1-4 people (although no surveys were received from taxi drivers bringing larger groups of visitors)
  - ☐ Primary uses: place to bring visitors, learn about plants and enjoy peaceful beauty
  - ☐ Users looking for: learning about gardening and plants, improved interpretive info & restrooms
- ☐ Educational/Interpretive Center update
  - ☐ Next logical step after the survey completion seemed to be to take the results and incorporate them into the JOA's vision for programming, infrastructure, interpretive, plantings and trails development into the master plan being developed by P&R. These aspects would help develop not only a meaningful design for a possible educational center but would also drive its optimal location, the utilities that were needed, whether it should be a conditioned space, etc. By zooming out with the larger vision, the specific needs of the center would make contextual sense and help with justification and planning for fundraising purposes.
  - ☐ A bullet-point matrix that might be used clarify priorities, timelines and supports for needs was presented to the FJOA. It was intended to be a document that would allow board members, stakeholders and funders to visualize the many moving parts and provide a format that could contain possible solutions offered to the various stated needs. It would also serve as a dynamic master plan of sorts.
  - ☐ At this point, it became clear that the task of master planning did not lie within the purview of FJOA, but rather with Brent and Merrill, with the advice of the JOA Advisory Board, as specified in its Resolution: The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fundraising, and programmatic direction consistent with Caroline's guiding vision.
- ☐ What's next?
  - ☐ In the immediate future, as the parking lot comes closer to being a