

meeting notes

Project: City of North Plains
Jessie Mays Community Hall and Park Feasibility and Concept Design Study

Regarding: Meeting/Workshop #1

Location: Jessie Mays Community Hall

Date of Meeting: Wednesday, September 24, 2014

Attendees: **Teri Lenahan (TL), NP Park Board** Carolyn Leavitt (CL), FoNP Library
Charlynn Newton (CN), NP Park Board Debie Brody (DB), FoNP Library
Douglas Nunnenkamp (DK), NP PB Norma Tucker (NT), FoNP Library
Heather LaBonte (HB), NP Park Board Abeline (A?), FoNP Library
Hildegard Miles (HM), NP Park Board Blake Boyles (BB), NP PW Director
Margaret Reh (MR), NP Recorder Jonathan Bolch (JB), w+a
Marina (M), FoNP Library Miles Woofter (MW), w+a

Attendees listed in Bold text

Meeting notes are organized by meeting number/section number/item number and collected by according to issue/topic/action versus sequence of meeting. Please communicate any corrections or additions to the Architect within one week of issue.

Mtg#/Sec#/Item#	Issue/Topic/Action	Responsible
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1. Introductions and Roles

1.1.1	<p>Parks Board meeting Call to Order, Flag Salute and Consent Agenda.</p> <p>Introductions:</p> <p>Parks Board Members in Attendance: Douglas Nunnenkamp, Teri Lenahan and Heather Labonte.</p> <p>Parks Board Members excused: Charlynn Newton, Hildegard Miles</p> <p>Friends of North Plains Library representatives: Carolyn and Debie</p>	
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2. Friends of North Plains Library

<p>1.2.1</p>	<p>Representatives from Friends of North Plains Library (FoNPL) in attendance explained historic and current use of Jessie Mays Community Hall (JMCH):</p> <ol style="list-style-type: none"> 1. FoNPL concern that they are potentially losing space in JMCH. 2. Storage of books and computer station for inventory is located on the south side of JMCH. 3. Online sales of \$2,000 from 12/13 – 8/14 4. Friends of North Plains Library is a Non-Profit, volunteer-based group. All proceeds are donated to City. 5. Need area to receive, catalog and sell books on-line. 6. Discussed other City of North Plains options to accommodate space need. Would another location closer to the City Library be more convenient? 7. Existing space is approximately 590 SF. 8. FoNPL was established in 2002 and utilized space in City Library. New Library was constructed in 2006 without sufficient space to accommodate storage and sales of books. At that time an agreement was made with the City to utilize area in JMCH. 9. Area or space for this use needs to be secured and separate from public uses. 10. Space needs to include 2-3 workstations for volunteers to inventory, catalog and update online book information. Volunteers typically use the space for 2-4 hours/2 times a week on Tuesday and Thursday. 11. Space need is similar to current area = approximately 600 sf. 	
<p>1.2.2</p>	<p>Other City of North Plains Library events at JMCH include:</p> <ol style="list-style-type: none"> 1. Children's Programs. Weekly June/July/August, afternoons 100 kids 2. Current meeting in JMCH is too big for most of these events. May want to create smaller meeting space? Moveable partitions? 3. Stage events for kids. Performances, Portland Ballet. 20-30 kids sitting on floor. 4. Children's Movies. 1/month. Need to incorporate projector and screen 5. Library Program Room is too small so often times use JMCH <ul style="list-style-type: none"> • Author Night Series quarterly events 30-45 people • One Book One Community • Art of the Story 6. Monthly Book Club meetings and Writers Group. Currently this works in the space provided by the Library. Small group meetings are held in the Library Program Room. 7. Storage is an issue. Library needs more storage area. Discussed 10x10 storage pod. FoNPL to review and provide current/future storage need 	<p>FoNPL 10/22</p>

3. Jessie Mays Park and Community Hall Uses and Priorities

1.3.1	<p>Reviewed in general the current uses for Jessie Mays Park and Community Hall (JMP, JMCH):</p> <ol style="list-style-type: none"> 1. Pot Lucks for various City groups and functions. 50 – 60 people. Use of kitchen with is not adequate and space feels too big for more intimate occasions. 2. Movie Night – need access to kitchen and storage area for popcorn bowls etc. 3. Movies in the Park – City of North Plains has not held outdoor movies due to license issue. 4. In terms of Park and Community Hall the City should consider and document other resources so as not to try to duplicate if not necessary. For example: Meeting Halls at the North Plains Library, St. Edward Parish and North Plains School. City to provide plans drawings of these City resources to include in study. 5. North Plains to provide list of events and schedule for JMCH 	<p>BB 10/22</p> <p>BB 10/22</p>
1.3.2	<p>Garlic Festival.</p> <p>Reviewed in general the entire use of the site. Food vendors, other vendors (non-food), stage, climbing wall and kids events. Reviewed photos of event and discussed use of site in general:</p> <ol style="list-style-type: none"> 1. Performance area on tennis court is constrained by chain link fencing 2. JMCH separates/divides event into 2 halves. Building is not inviting and there is really no reason to go into building. NW corner is dedicated to performance, NE corner to kids, SE corner to art, toy, craft vendors, SW corner to food. Information is directly in front of JMCH. 3. Typically it is hot and there is not enough shade 	
1.3.3	<p>Priorities. Refer to attached mark-ups on drawings listing goals and priorities as provided by the City of North Plains.</p> <ol style="list-style-type: none"> 1. Site and building need to invite public in. 2. Hillcrest Street to south is one of the city's only through streets. Primary access will be from Hillcrest 3. Consider perimeter path 4. Consider perimeter parking 5. Covered outdoor area, connected to building or standalone is an important need – picnic tables with hard surface (paving) underneath 6. Outdoor amphitheater. Raised stage – could be grass, would like sloped or tiered seating if possible. Consider setting sun when locating screen and seating area. Amphitheater should be flexible and able to accommodate multiple uses. 7. Baseball field is not necessary. Site is not big enough. North Plains Elementary School has 4 ball fields. 8. Ball wall. Could be included but concrete walls already existing at the Elementary School. Not a priority. 9. Parking: 	

	<ul style="list-style-type: none"> • Existing lot at a minimum should be reconfigured • Off-site parking is desired. City of North Plains will review Zoning and Planning and provide parking requirements. • Baseline should be to maintain quantity on site while providing accessible parking for Park and Community Hall • w+a will review other community parking standards of other small and or adjacent communities for reference • Consider perimeter parking <p>10. Basketball court will be replaced – this is a priority. Some concern about basketball and noise issue for adjacent residential neighbors. Current adjacency to play area is not ideal</p> <p>11. Tennis court is not a priority</p> <p>12. Walking path and connectivity at corners to city and neighborhood. 1 mile and 4 mile walking path. Park should be part of path network.</p> <p>13. Consider access by path through site</p> <p>14. Outside restrooms are a priority</p> <p>15. JMCH meeting space should accommodate up to 250 people. This is projected need based on community growth expectations. Current occupancy is 168.</p>	<p>BB 10/22</p> <p>JB 10/22</p>
1.3.4	<p>Must look to the long term and accommodate anticipated community growth.</p> <p>2014 approximately 2,000 people</p> <p>2027 anticipate 4,000 people</p>	

4. Community Engagement

1.4.1	<p>Discussed process for Community Engagement.</p> <ol style="list-style-type: none"> 1. Chili Cook-off is scheduled for 10/16. Expect 300 people. w+a is not able to attend but will provide information boards and comment sheets to begin the engagement process by keeping the community informed and asking several questions to solicit community feedback. 2. The most important element is to engage the community by providing information on project and asking for input. 	<p>JB MW 10/14</p>
1.4.2	<p>City of North Plains will define/identify Jessie Mays Park and Community Hall stakeholder group and provide information on each.</p> <p>Group includes the following and each group will be invited to attend the 10/22 Parks Board meeting:</p> <ol style="list-style-type: none"> 1. Quilters Guild 2. Garlic Festival 3. North Plains Library 4. Monthly Dance Club 	

5. JMCH Building Expansion Diagrams

1.5.1	Reviewed existing building diagram and three potential Concept (A,B and C) for expanding the building to address space needs as well respond to exiting site conditions. w+a will continue studying building options	
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6. Project Schedule, Next Steps/ Meeting

1.6.1	Reviewed overall feasibility study schedule. w+a will meet with Design Consultant team this week on site and use JMCH for design session. The last workshop/Parks Board meeting is scheduled for the Wednesday of American Thanksgiving. Parks Board will reschedule on Wednesday before the week of Thanksgiving or after.	BB 10/22
1.6.2	Next meeting scheduled for Wednesday, October 22	
1.6.3	w+a will provide notes and mark ups on priority list for Park and Community Hall	MW 10/10
1.6.4	Community Engagement – Chili Cook-off 10/16	

End of Notes