



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Minutes - Draft

Parks and Recreation Board

Monday, November 28, 2016

5:00 PM

Recreation Office, 2920 Douglas
Street, Longview, WA

1. Roll Call

2. Approval of Minutes

[MN 16-0353](#)

Parks & Recreation Advisory Board Minutes 08.15.16

Attachments: [Parks and Recreation Advisory Board Minutes 08.15.2016.pdf](#)

[MN 16-0355](#)

Attachments: [Parks and Recreation Advisory Board Minutes 10.18.2016.pdf](#)

3. Changes to the Agenda

4. Constituent Comments

5. Tree Board Comments

6. Reports

6A [16-4627](#)

Recreation Division Report November 2016 Report

Attachments: [Recreation Division Report November 2016 Report.pdf](#)

6B [16-4628](#)

Park Division Report November 2016 Report

Attachments: [Park Division Report November 2016 Report.pdf](#)

6C Directors Report

7. Old Business

7A [16-4623](#)**PARKS AND RECREATION DONATION/GIFT/MEMORIAL POLICY****SUMMARY STATEMENT:**

On November 17, the City Council of Longview passed Resolution 2196 adopting the Parks and Recreation Donation/Gift/Memorial Policy, Procedures, and Guidelines. Attached is the final copy of each including an information and application publication.

Attachments: [Donation, Gift, Memorial Acceptance Policy & Procedure](#)
 [Donation, Gift, Memorial Acceptance Guidelines](#)
 [Donation, Gift, Memorial Program](#)

7B [16-4622](#)**RESUBMISSION OF THE SHAY NEIGHBORHOOD PARK GRANT APPLICATION****SUMMARY STATEMENT:**

In May the Parks and Recreation Department reopened the Neighborhood Park Grant Application to reward the remaining funds. The Friends of Longview was the only group to submit an application during the second round of application solicitation. Attached you will find the updated application for the The Shay Lighting Project to be located on the Library Grounds. This is considered a resubmission with additional information from the initial process back in February. The City approved \$7,000 for the application in March of 2016. This request is for the \$3,620 shortfall from the total project.

Attachments: [2016 NPG Shay](#)

8. New Business

8A [16-4626](#)**NEIGHBORHOOD PARKS GRANT PROGRAM POLICY & PROCEDURES****SUMMARY STATEMENT:**

The Neighborhood Park Grant Program is a capital program (budgeted in the capital projects fund) initiated by the City Council as a means of giving community groups the opportunity to improve and invest in their parks, while giving the city the opportunity to stretch its capital funds. Annually since 1997, the Parks and Recreation Advisory Board has evaluated applications and made recommendations to the council for final approval. Previously, there has been no official policy to go by. The attached documents purpose is to establish policies and procedures for considering applications for the Neighborhood Park Grant Program.

Attachments: [NPG Policy](#)

8B [16-4617](#)**COMMERCIAL USE OF PARK PROPERTY PROPOSAL****SUMMARY STATEMENT:**

At the October Parks and Recreation Advisory Board meeting, the topic of commercial use of park property was discussed. Board members were in favor of some types of activities and not others regarding park use. The board directed staff to bring back a proposal of what potential commercial use could look like within the park system. Attached is the staff proposal for commercial park use.

RECOMMENDED ACTION:

Motion to recommend staff move forward to allow commercial use of park property with restrictions provided within the proposal.

Attachments: [Commercial Use of Park Property](#)

8C [16-4624](#)**LAKE SACAJAWEA LIONS LEGACY PROJECT****SUMMARY STATEMENT:**

The Lions Club is celebrating 100 years of service. They have tasked their service clubs to get involved with their prospective communities, create a legacy project, and make a community impact. Attached you will find the proposal and outline for the Lions Club project to be constructed/renovated/installed at the 17th & Nichols, Lions Shelter. They are looking for approval for recommendation of the project from both the Parks and Recreation Advisory Board as well as the Historic Preservation Committee.

Attachments: [LIONS LEGACY PROJECT COMMITTEE REPORT](#)
[Completed Diagram](#)

9. Adjournment