



OAK RIDGE PARKS & RECREATION COMMISSION  
SPECIAL CALLED MEETING  
NOVEMBER 6, 2013 - 7 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Bill Edwards, Chair  
Tracy Street, Vice Chair  
Barry Knight  
John Thomas, Alternate (Sitting)  
Paul Greiwe, Alternate (Sitting)  
Phyllis Anders, Alternate (Not Sitting)

**Teen Advisor Absent**

Madeline Bagby

**Staff Present**

Terry Lannon, Parks & Recreation Director

**Staff Absent**

Sandra Smith, Town Clerk

**Members Absent**

Liz Tice

**Walkability Sub-Committee Absent**

Ellen Langlois, Chair

**1. CALL TO ORDER**

**Bill Edwards** called the meeting to order at 7:00 p.m. and introduced Jon Wood of Stewart Inc.

**2. APPROVE NOVEMBER 6, 2013, AGENDA**

**Barry Knight** made a **motion** to approve the agenda of the November 6, 2013, meeting. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

**3. NEW BUSINESS**

**A. Recommendation of Board Appointment**

**Bill Edwards** made a **motion** to move John Thomas from alternate to full member of the Parks & Recreation Commission to fill the vacancy left by the resignation of Tony Cooler. **Tracy Street** seconded the motion, and it was passed unanimously (5-0).

**B. Introduction of Jon Wood, Stewart Inc.**

Edwards continued with the introduction of Wood and discussed the general purpose and scope of the meeting, describing a walking tour of the park earlier in the afternoon, and reminding Commission members of the January 31, 2014, PARTF grant application deadline and the need to expedite the Phase II design work.

Wood introduced his assistant, Emily Blackwell, and briefed the Commission on his firm's capabilities and how Stewart Inc. will approach the project. Wood noted that the walking tour of the park was helpful in better understanding the Commission's expectations.

Greiwe inquired about the amount and level of detail required in the PARTF grant. Wood explained that a simple "line" map (not a "pretty" map) was part of the process, along with a notation of future items not included in this submission. Information will be summarized in a 1-page document. A score sheet will award points for various application steps. The Town's Needs Assessment Survey will be attached to the application packet. Wood noted that minor changes made to elements of the plan which are not "key" to that which was submitted will be okay. Relocating a structure, etc., was not a problem; however, deleting or adding a structure would be considered an issue and should be avoided.

Edwards asked how the PARTF "phased grant application" procedure might work. In essence, large chunks of the application will be forwarded to Vonda Martin, the local consultant for the N.C. Division of Parks and Recreation, for review as completed. This negates the need to wait until the last moment to submit the entire package for review and possible revision.

Discussion ensued regarding public involvement. Wood indicated a definite need for one or more public meetings, which could be held in conjunction with P&RC, Town Council or other meetings, but certain requirements must be met. Public notice of the meeting, minutes, specific reference to the project, etc. must be maintained and attached to the PARTF application. Lack of public involvement is not looked upon favorably by the PARTF committee.

Lannon suggested partnering with the Oak Ridge Swim Club, which previously attempted to acquire tennis courts, and to attend a Merchants Association of Oak Ridge meeting as well as a public meeting in conjunction with a Town Council meeting. There needs to be separation from "normal" agenda for clarity of purpose. In addition, notes including questions, concerns and responses, must be logged for reference.

Formal Town Council approval of the PARTF application will need to occur at the January 2, 2014, Town Council meeting. Additional groups to contact were discussed including talking with Philip Cooke (whose son is an avid tennis player), the Lions Club, local HOAs, and local schools. Wood recommended involving a minimum of three contact groups.

Discussion continued with comments regarding the PARTF "points" scoring, and the areas needing prioritization. Wood indicated the need to speak with NCDOT regarding potential driveway connection issues that might arise in conjunction to the planned Redmon Field parking lot. Wood noted advantages and disadvantages to locating tennis courts in either the Redmon Field area (closer to existing restrooms) versus the space between the existing parking lot and the Life Estate property (closer to existing parking).

Edwards reviewed the five key elements that are included in Phase II: restrooms, parking lot, tennis courts, small playground, and performance stage/amphitheater. Possible placement of each element was illustrated on a large map, and discussion revolved around optional locations and other considerations. Greiwe asked if a spray park was a possibility (discussed previously, but not included in this planning phase).

In response to a question from Lannon, Wood indicated that it was probably too early to work on RFQs for the construction phase. PARTF allows three years to complete construction, and

Wood said it would not be a significant issue if we held off on that and instead prioritized completion the PARTF application.

Street asked about holding public meetings, and Wood indicated that it would be best to hold meetings separate from Town Council meetings to discuss and receive public input regarding Phase II intentions.

Wood indicated that he would work on scoping documents, including a proposed fee and a tentative schedule, bringing those before the Commission as soon as possible.

**4. PUBLIC COMMENTS**

None

**5. ADJOURNMENT**

**John Thomas** made a **motion** to adjourn the meeting at 8:05 p.m. **Paul Greiwe** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

  
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William H. Edwards, Chairman

ATTEST:

  
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Sandra B. Smith, Town Clerk