



## Public Spaces Commission

### Regular Meeting **AGENDA**

**Civic Center Annex ♦ 411 W. Clay St., Conf. RM #5 ♦ Ukiah, CA 95482**

**July 9, 2024 - 5:30 PM**

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1. **ROLL CALL**

2. **INTRODUCTIONS**

3. **APPROVAL OF MINUTES**

3.a. Approval of Minutes from May 14th 2024 - Regular Meeting

***Recommended Action: Approve the Minutes from May 14th 2024 - Regular Meeting***

Attachments:

1. 2024-05-14 Minutes

4. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

The Public Spaces Commission (PSC) welcomes input from the audience that is within the subject matter jurisdiction of the PSC. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

5. **STAFF MEMBER PRESENTATIONS/REPORTS**

5.a. Community Services Director Report

6. **COMMISSIONERS REPORTS**

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

8.a. Discussion of 2025 Parks Needs Assessment (Gap Analysis) Draft Outline

***Recommended Action: Receive report and provide comment***

Attachments:

1. AOI and Nodes Map
2. 2024 Parks Gap Analysis Outline
3. 6\_7 Goals and LOS
4. Gantt Timeline\_Gap Analysis7\_24

9. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Public Spaces Commission after distribution of the agenda packet are available for public inspection at the main entrance of the City of Ukiah Annex, located at 411 W. Clay St., Ukiah, CA 95482, not less than 72 hours prior to the meeting set forth on this agenda.



**Public Spaces Commission**  
**Regular Meeting**  
**MINUTES**

**Civic Center Annex ♦ 411 W. Clay St., Conf. RM #5 ♦ Ukiah, CA 95482**

Virtual Meeting Link: <https://us06web.zoom.us/j/81764322746>

**May 14, 2024 - 5:30 PM**

**1. ROLL CALL**

Public Spaces Commission met at a Regular Meeting on May 14, 2024, having been legally noticed on May 10<sup>th</sup>, 2024. The meeting was held virtually at the following link:

<https://us06web.zoom.us/j/81764322746> and in person in Conference Room #5 at 411 W. Clay St.,

Ukiah, CA 95482. Commissioner Babbini called the meeting to order at 5:30 p.m. **Commissioners Present:** Elora Babbini, Vicki Bitonti-Brown, Megan Parker, Steven Ratley, and Joe Scriven.

**Commissioners Absent by Prearrangement:** Casey Thompson. **Staff Present:** Neil Davis, Community Services Director and Araceli Sandoval, Community Services Administrative Assistant.

**2. INTRODUCTIONS**

**3. APPROVAL OF MINUTES**

**a. Approval of the Minutes for the March 12<sup>th</sup> 2024 – Community Forum.**

*Bitonti-Brown/Parker to approve the Minutes of March 12th, 2024, a Community Forum, as submitted. Motion carried by the following roll call vote: AYES: Babbini, Bitonti-Brown, Parker, and Ratley. NOES: None. ABSENT: Thompson. ABSTAIN: Scriven.*

**4. STAFF MEMBER PRESENTATIONS/REPORTS**

**a. Director's Report.**

**Presenter:** Neil Davis, Community Services Director.

*Report was received.*

**5. COMMISSIONERS REPORTS**

**Presenters:** Commissioners Scriven and Ratley.

**6. UNFINISHED BUSINESS**

**7. AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

**8. NEW BUSINESS**

**a. Discussion of the Parks Gaps Analysis Requirement of the 2040 General Plan**

**Presenter:** Neil Davis, Community Services Director.

*Direction given to staff.*

**9. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:15 p.m.

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Araceli Sandoval, Public Spaces Commission Clerk

DRAFT



## AGENDA SUMMARY REPORT

**SUBJECT:** Discussion of 2025 Parks Needs Assessment (Gap Analysis) Draft Outline

**DEPARTMENT:** Community Services

**PREPARED BY:** Neil Davis, Community Services Director

**PRESENTER:** Neil Davis, Community Services Director

**ATTACHMENTS:**

1. AOI and Nodes Map
2. 2024 Parks Gap Analysis Outline
3. 6\_7 Goals and LOS
4. Gantt Timeline\_Gap Analysis7\_24

**Summary:** Director of Community Services Neil Davis will provide an overview of the plan to conduct a Parks Gap Analysis and accept comment from commissioners.

**Background:** The 2040 General Plan's section 5.10 (Implementation Programs; page 5-16) identifies the need for a Parks Gap Analysis. Section 5.10 B (Parks Gap Analysis) states, "The City shall prepare a parks gap analysis identifying areas of the city underserved by parks and recreation facilities access. The analysis shall, at a minimum, establish equitable access standards, including the minimum distance between parks every residence, and potential funding mechanisms." The complete 2040 General Plan can be found at [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cityofukiah.com/wp-content/uploads/2023/01/Ukiah-2040-General-Plan\\_reduced.pdf](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cityofukiah.com/wp-content/uploads/2023/01/Ukiah-2040-General-Plan_reduced.pdf)

The Public Facilities, Services, and Infrastructure Element is divided into 8 subsections. Subsection PFS-12.1 and PFS 12.3 are both identified to be completed by Community Services by December 2025. Subsection 12.1 references a "Connected Park System," 12.2 references "Expansion of Recreational Amenities and Programs," and 12.3 references "Equitable Access to Parks."

While PFS-12.2 is not specified as part of the Gaps Analysis, due to proposed annexations, it will likely be included in the analysis.

**Discussion:** The Community Services team is beginning the process of planning a Parks and Recreation gaps analysis. In coordination with planning team members, Community Services staff suggest the use of City limits, Sphere of Influence (SOI), Area of interest and population nodes (to be described as part of the analysis (attachment 1) as additional areas to be included and assessed. It may be desirable to identify areas that are anticipated to be annexed, however these areas have not yet been identified or mapped.

A draft outline for the document (attachment 2) is included here for review. The outline provides a map for the work to be done in developing the report including line item 8 which covers community input.

Attachment 3 outlines the initial draft of "Goals" and "Level of Service." Level(s) of Service (LOS) are the measures that will be used to evaluate the adequacy of facilities. For example, "parks per 1000 residents," and "percentage of residents living within a quarter of a mile of a park" will likely be two measures of LOS.

Attachment 3 also includes a table outlining the proposed park/facility categories. Assigning each park to a subcategory such as "pocket park" or neighborhood park" will allow for apple-to-apple comparisons as well as

assess if there is an appropriate distribution of park “types” throughout the area. Finally, Attachment 3 includes a table with proposed LOS for each park type.

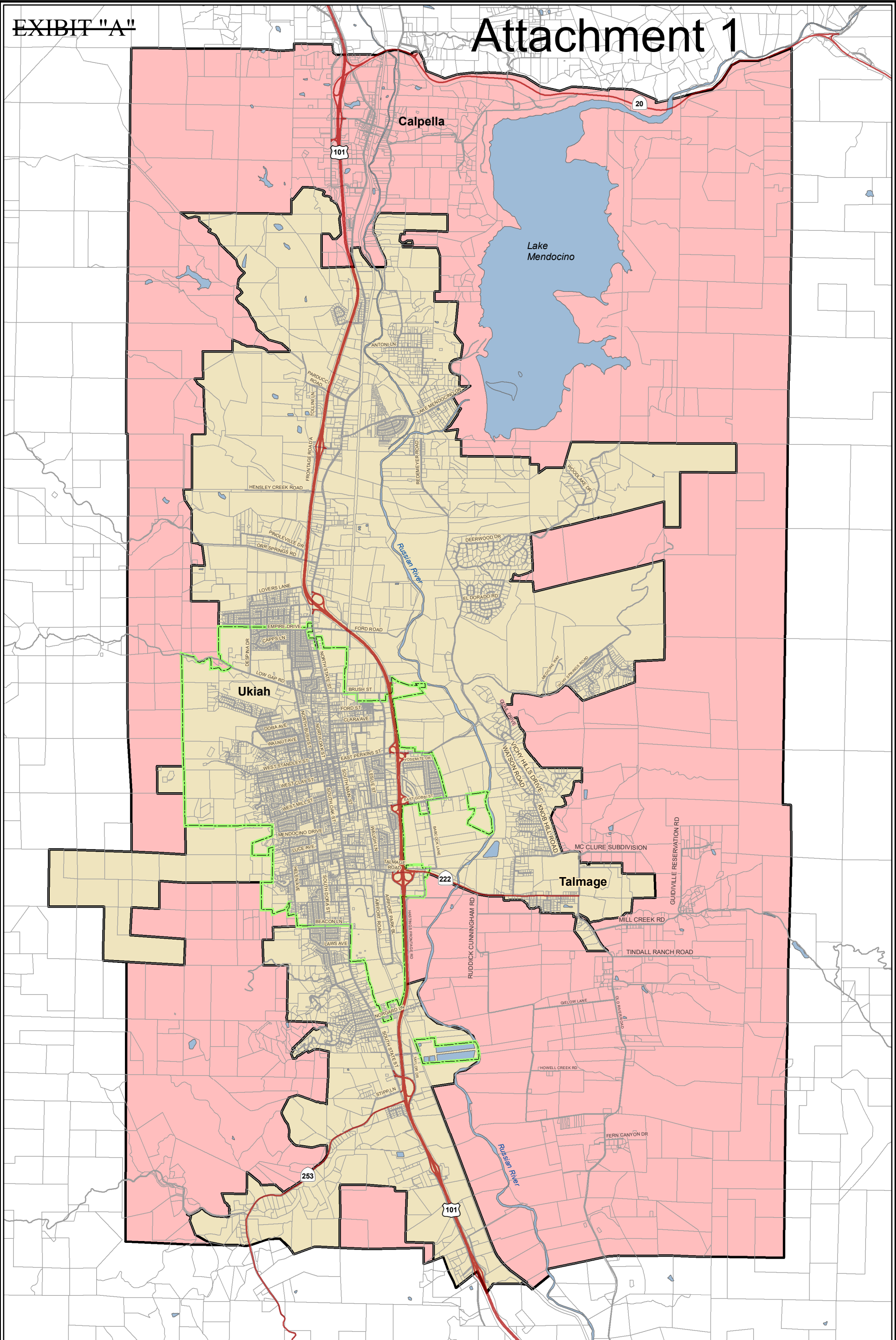
A Gantt timeline is included as Attachment 4 with a proposed date of completion of May of 2025. It is possible that the analysis could be completed sooner.

Staff will present an overview of these documents and lead discussion of the analysis plan and accept comments from commissioners.

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**Recommended Action:** Recieve report and provide comment

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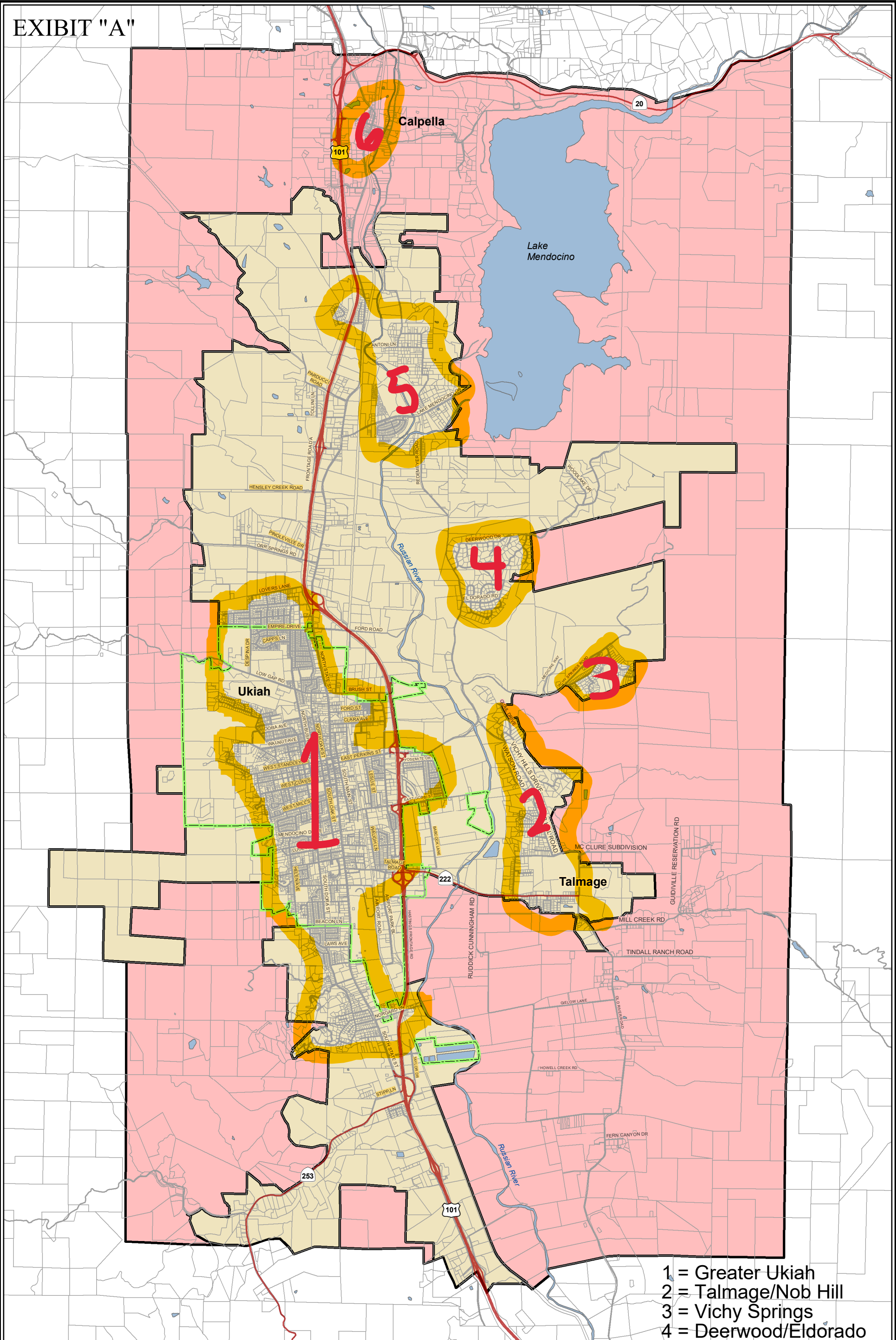
## City of Ukiah Area of Interest

Source: This map was created by the Mendocino County Information Services GIS Program, November 30, 2022.  
 Note: This map is not a survey product and should not be used to determine legal boundaries.

- Area of Interest
- Sphere of Influence
- City of Ukiah
- Parcels
- Highways
- Roads



# EXHIBIT "A"



- 1 = Greater Ukiah
- 2 = Talmage/Nob Hill
- 3 = Vichy Springs
- 4 = Deerwood/Eldorado
- 5 = Lake Mendocino
- 6 = Calpella

## City of Ukiah Area of Interest

- Area of Interest
- Sphere of Influence
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### City of Ukiah

#### Parks Gap Analysis 2024

#### Public Facilities, Services, and Infrastructure Element –( Include Recreation and Culture?)

B – Parks Gap Analysis (PFS-12.1, 12.3): The City shall prepare a parks gap analysis identifying areas of the city underserved by parks and recreation facilities access. The analysis shall, at a minimum, establish equitable access standards, including the minimum distance between parks every residence, and potential funding mechanisms.

1. Introduction
2. Land Acknowledgement
3. Executive Summary
4. Demographics (Can this be copped from an existing doc, or just reference one?)
5. Geographic Areas of Analysis
  - a. Area of Interest
  - b. Sphere of Influence
  - c. Current City Limits
    - i. Likely Southern Annexation
    - ii. Likely Northern Annexation
  - d. Population Nodes – It might help to have a census number for each of the tracts
    - i. Greater Ukiah Node
    - ii. Talmage
    - iii. Nob Hill Node
    - iv. Vichy Springs Node
    - v. Deerwood/Eldorado Node
    - vi. Pinoleville/Orr Springs Node – Will this become part of the Greater Ukiah Node?
    - vii. Lake Mendo / Oaky Flats Node
    - viii. Calpella Node
6. Level of Service
  - a. Quantity
  - b. Quality
  - c. Diversity of Facilities
  - d. Accessibility
  - e. Diversity, Equity, Inclusion
  - f. Climate Readiness
  - g. Native American Access / accommodations / Tribal considerations?
  - h. Addressing Homelessness?
  - i. Gentrification?
7. Parks Goals
  - a. Combine and edit UVAP and Seattle Plan Goals

8. **Community Input- (Mostly Focus Groups, plus a survey and at least one Community Forum)**
  - a. **Stakeholders**
    - i. **County**
    - ii. **Fed – BLM & USACE**
    - iii. **Schools (UUSD)**
    - iv. **Sports Leagues**
    - v. **ARRC**
    - vi. **Public Spaces Commission**
    - vii. **DEI Committee**
    - viii. **Vecinos en Accion**
    - ix. **Tribes**
    - x. **Mendo College**
    - xi. **Dharma Realm**
9. **Current State**
  - a. **First & Second Tier Facilities (Parks Matrix)**
  - b. **Walkability of population nodes**
10. **Identified Gaps**
  - a. **Area of Interest**
  - b. **Sphere of Influence**
  - c. **Current City Limits**
    - i. **Southern Annexation**
    - ii. **Northern Annexation**
11. **How we Compare with Other Agencies**
  - a. **chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.nrpa.org/content/assets/3ae6ba685dbf47a1b537af2f15c615d9/2023-agency-performance-review.pdf**
12. **Priority Projects**
13. **Next Steps**
  - a. **Funding?**
  - b. **Special District**
  - c. **Short term, mid-term long-term?**
14. **Recreation**
  - a. ***Analysis of program registrations, waitlists, cancellations, and filled classes, Review of the Events Guide***
  - b. **Survey results addressing community expctations and gals**
15. **Conclusions**
16. **References**

**Tables**

- 1) **Existing Facilities Table (Pocket Park, Neighborhood Park, Special Use Park, School Park, Regional Park, Sports Fields, Indoor Facilities) vs UVAP approach**

**Federal (Lake Mendocino and Cow, Regional Parks, Russian River Mendocino College, 12<sup>th</sup> District Fairgrounds, Ukiah Park and Rec) trails**

- 2) **Planning Area**
- 3) **Parks per planning area?**
- 4)

**Maps**

- 1) **Planning Areas**
- 2) **Population Density and parks distribution**
- 3) **UVAP/SOI with overlay of “urban Cluster Areas” (PBS Onemap)**
- 4) **Are there any sovereign tribal lands inside sphere of influence? Area of Interest.**

UVAP Map is same as the Area of Interest. Sphere of Influence is inside Area of Interest

*Analysis of program registrations, waitlists, cancellations, and filled classes Review of the Events Guide*

*Quimby Act standard of 3 acres per 1,000*

**Park/Facility Categories**

<i>Pocket Park</i>	<i>PP</i>	<i>Very small park, may have a bench.</i>
<i>Mini Park</i>	<i>MP</i>	Small, single-purpose improved area generally equipped for use by small children. Usually less than one acre.
<i>Neighborhood Park</i>	<i>NP</i>	Combined playground and park area generally for non-organized activities. May include a restroom.
<i>Community Park</i>	<i>CP</i>	Designed for organized activity with users traveling from some distance. Includes parking, sports fields and restrooms.
<i>Special Use Park</i>	<i>SUP</i>	Specialized use recreational areas that do not fit another category, such as dog parks and skate parks.
<i>Linear Park</i>	<i>LP</i>	A park along a travel corridor, generally narrow and long.
<i>School Park</i>	<i>SP</i>	School-owned facilities with limited availability. Only active sport and recreational use areas contribute to school park acreage in this assessment.
<i>Regional Park</i>	<i>RP</i>	Larger park which may be more isolated from population nodes. May be limited to trails and outdoor recreation, but may have additional facilities.
<i>Open Space</i>	<i>OS</i>	<i>An undeveloped or minimally developed large area conserved for habitat and general conservation value.</i>

**Access LOS per Park Category**

## Attachment 2

		<i>Accessible Distance LOS</i>
<i>Pocket Park</i>	<i>PP</i>	<i>What is the standard here? Should there be a gazillion PPs? Creatures of opportunity?</i>
<i>Mini Park</i>	<i>MP</i>	Half mile
<i>Neighborhood Park</i>	<i>NP</i>	Half mile
<i>Community Park</i>	<i>CP</i>	Half mile
<i>Special Use Park</i>	<i>SUP</i>	Depends on Special Use?!
<i>Linear Park</i>	<i>LP</i>	NA
<i>School Park</i>	<i>SP</i>	NA; This is based on school district standards.
<i>Regional Park</i>	<i>RP</i>	We have three in our Area of Interest which seems adequate
<i>Open Space</i>	<i>OS</i>	<i>We have one in our Area of Interest which seems adequate.</i>

### Goals (coordinated with Level of Service)

#### **1 Quantity**

- 1.1 Assure a minimum of 3 acres of parks per 1000 residents (CA Parks and Rec recommendation) in all areas with a population density greater than **Y**
- 1.2 Assure a minimum of **X** facilities per 1000 residents in all areas with a population density greater than **Y**
- 1.3 Evaluate “park pressure” and ....

#### **2 Quality and Diversity of Facilities**

- 2.1 Maintain and enhance the area’s natural resources by balancing protection, conservation, replenishment, and sustainable use. (UVAP Goal 9OC-1)
- 2.2 Conserve Open Space, hillsides, and indigenous habitats fore the enjoyment of future generations. (UVAP Goal 9OC-2)
- 2.3 Preserve historical buildings and spaces that create a sense of place. (UVAP Goal 10 HA-1)
- 2.4 Work with other entities to ensure there are a variety of parks, recreational facilities, and points of river access. (UVAP Goal PR-2)

#### **3 Accessibility**

- 3.1 Assure there is a park within a half mile of all residents living inside a designated population density node.

#### **4 Commitment**

- 4.1 Complete a NPRA survey at least once every ten years and improve area’s competitiveness with other municipalities in terms of staffing and committed funding.

#### **5 Community and Social Capital**

- 5.1 Meet the community’s need for recreation, cultural resources, and on-going education. (UVAP Goal PR-1)
- 5.2 Promote a greater sense of community through events, gathering places, and shared facilities. (UVAP Goal PR-3)
- 5.3 Utilize best practices in new park development including CA State Parks “*Designing Parks Using Community-Based Planning Methods*” with an emphasis on inclusive practices.
- 5.4 Prioritize funding projects that increase park access for low-income communities and communities of color in terms of park proximity and the quantity of parks space available per person.

#### **6 Climate Readiness**

- 6.1 Assure all parks are accessible for pedestrians and bicyclists.
- 6.2 Work with Mendocino Transit authority to improve bus access to parks.
- 6.3 Assure a minimum of X% of park area is under tree canopy or other shade structure.
- 6.4 Use 100% climate adapted trees for any new tree planting in parks.
- 6.5 Explore opportunities to include cooling, misting or similar stations in parks.

- 6.6 Convert all parks irrigation to achieve 100% compliance with the City’s Water Efficient Landscaping Ordinance.

### **7 Native American Co-Stewardship**

- 7.1 Protect Native American cultural and archaeological resources. (UVAP Goal 10 HA-2)
- 7.2 Explore options for developing co-stewardship opportunities in parks.
- 7.3 Include and compensate indigenous people for their time and expertise during planning.

### **8 Addressing Homelessness**

- 8.1 Continue to work with Mendocino County HHSA and Sheriff to compassionately assure the health, safety, and security of parks.
- 8.2 Utilize the Mendocino County HHSA Homeless Encampment Coordination Protocol to manage collaboration between organizations and provide compassionate approach to homelessness in parks.
- 8.3 Convene minimum one meeting per year with HHSA to discuss management of Homelessness in Parks.

### **9 Addressing Gentrification**

- 9.1 Consider a “just green enough” strategy in low-income neighborhoods to improve conditions, livability, and health without pricing out current residents.
- 9.2 Partner with planning and development departments to assure adequate stock of affordable housing in areas where park improvements are planned.
- 9.3 Strive to address deep rooted inequities in accessible park acreage by adding substantial amounts of new green space in park-poor, low-income communities of color, while also providing and protecting nearby affordable housing.

**Level of Service Measures (Potential)**

National Recreation and Park Association Tracks the following;

<https://www.nrpa.org/publications-research/ParkMetrics/>

- 1. Level of Service**
  - a. Quantity**
    - i. Acres of Parkland per 1000**
    - ii. Facilities per 1000**
  - b. Quality & Diversity of Facilities**
    - i. Existing conditions analysis**
  - c. Accessibility**
    - i. Residents less than a half mile from MP, NP, CP**
      - 1. Map of areas outside half mile of MP, NP, CP?**
  - d. Commitment**
    - i. Percentage of Full Time Staff dedicated to operations/maintenance.**
    - ii. Operating expenditure per acre/ per capita**
  - e. Community and Social Capital**
    - i. User satisfaction survey**
      - 1. Diversity, Equity, Inclusion**
      - 2. Perception of Safety**
  - f. Climate Readiness**
  - g. Native American Co-Stewardship**
    - i. Policies in place to address Tribal considerations.**
      - 1. Engagement**
      - 2. Co-Stewardship**
  - h. Addressing Homelessness?**
    - i. Policies in place to address homelessness.**
  - i. Gentrification?**
    - i. Policies in place to address gentrification.**

Each of the below to be calculated for AOI, SOI, nodes, Current City limits, anticipated north development, anticipated south development.

- 1 Residents per park
2. Acres of parkland per 1000 residents
3. Facilities per 1000 residents
4. FTE employees per 10000 residents
5. Percentage of full time staff dedicated to operations/maintenance
6. Residents less than half mile from Mini Park, Neighborhood park, or community park.

7. Operating expenditure per acre/ per capita
- 8.

NRPA

General Park Use

User Satisfaction

Community and Social Capital

Built Environment

Perceived Safety

Economic Impact

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Draft LOS Definitions												
Define Areas of Study												
First Draft Goals												
Above to Community Devo												
Public Spaces Commission		July 9th				Forum				Final Draft		
Stakeholder Input Meetings		Individual and Focus Groups										
Facility Evals on Site												
Pop Up On-site Surveys?												
Incorporate Stakeholder Input												
Incorporate Parks Eval Input												
Executive Summary												
PSC Forum Final Draft												
Final Draft Final Revisions												
City Council for Adoption												

Stakeholders	Stakeholder Rep
County	Mo Mulheren
Fed – BLM & USACE	Call Poppy and BLM
Schools (UUSD)	Katie Sommer
Sports Leagues	Ask Jake, Kyle
ARRC	Ask Jake, Kyle
Public Spaces Commission	Presentation
DEI Standing Committee	Presentation
Vecinos en Accion	Juan Orozco
Dharma Realm	??