



Public Spaces Commission

Regular Meeting AGENDA

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

<https://us06web.zoom.us/j/81764322746>

May 13, 2025 - 5:30 PM

1. **ROLL CALL**

2. **INTRODUCTIONS**

3. **APPROVAL OF MINUTES**

3.a. Approval of the Minutes for the March 11, 2025, Community Forum.

Recommended Action: Approve the Minutes for the March 11, 2025, Community Forum.

Attachments:

1. 2025-03-14 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 PRESENTATIONS / REPORTS**

Director Report

5.a. Director Report

Recommended Action: Receive report.

Attachments: None

6. **COMMISSIONERS REPORTS**

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

8.a. Discuss and Provide Comment on the Planning for a New Park on Norgard Lane.

Recommended Action: Receive report and provide comment.

Attachments: None

8.b. Receive Report and Provide Comment on the Progress and Future Direction of the Newly Created Volunteer Program.

Recommended Action: Discuss and provide comment on the City's Volunteer Program.

Attachments: None

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 front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482 during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.



Public Spaces Commission
Community Forum
MINUTES

Ukiah Valley Conference Center ♦ 200 South School St. ♦ Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/81764322746>

March 11, 2025 - 5:30 PM

1. ROLL CALL

Public Spaces Commission met at a Community Forum on March 11, 2025, having been legally noticed on March 7, 2025. The meeting was held virtually at the following link: <https://us06web.zoom.us/j/81764322746> and in person at the Ukiah Valley Conference Center at 200 South School Street, Ukiah, CA 95482. Commissioner Babbini called the meeting to order at 5:47 p.m. **Commissioners Present:** Elora Babbini, Steven Ratley, Chrystal Thurman, and Joe Scriven. **Commissioners Absent by Prearrangement:** None. **Staff Present:** Neil Davis, Community Services Director and Araceli Sandoval, Deputy City Clerk.

2. INTRODUCTIONS

3. APPROVAL OF MINUTES

a. Approval of the Minutes for the January 14, 2025, Regular Meeting.

Scriven/Ratley to approve the Minutes of January 14, 2025, a Regular Meeting, as submitted. Motion carried by the following roll call vote: AYES: Babbini, Ratley, Thurman, and Scriven. NOES: None. ABSENT: None. ABSTAIN: None.

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 the (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

Commission consensus to hear item 8a out of order.

8. NEW BUSINESS

a. Receive Report and Provide Comment on the Possible Creation of a City Park on Norgard Lane.

Presenter: Neil Davis, Community Services Director.

Public Comment: Jamie Connerton, Linda Sanders, Phil (surname inaudible), Roger Foote, and Susan Knopf.

Commission consensus for Babbini and Thurman to join the Norgard Lane Park Planning Committee.

5. STAFF MEMBER PRESENTATIONS/REPORTS

a. Community Services Director Report.

Presenter: Neil Davis, Community Services Director.

Public Comment: Phil (surname inaudible) and Susan Knopf

Report was received.

6. COMMISSIONERS REPORTS

7. UNFINISHED BUSINESS

a. Review of Final Draft of the 2025 City of Ukiah Parks Gap Analysis.

Presenter: Neil Davis, Community Services Director.

Public Comment: Susan Knopf, Linda Sanders, and Phil (surname inaudible).

Comments provided to Staff.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:54 p.m.

Araceli Sandoval, Public Spaces Commission Clerk



AGENDA SUMMARY REPORT

SUBJECT: Director Report

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

ATTACHMENTS:

None

Summary: Director Report

Background: Director's Reports are verbal reports given by the Community Services Director on the status of Parks and/ or Recreation projects. Updates may include, but are not limited to, City Council activity updates, grant applications, maintenance projects, recreation activities of note, and Grace Hudson Museum or Ukiah Valley Conference Center updates.

Discussion: This report is expected to provide updates in the following areas:

- Hired new Parks Superintendent to oversee the Parks and Streets departments as a newly combined department under Public Works.
- Community Yard Sale (Monthly through summer).
- Upcoming Events and Activities

Recommended Action: Receive report.



AGENDA SUMMARY REPORT

SUBJECT: Discuss and Provide Comment on the Planning for a New Park on Norgard Lane.

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

ATTACHMENTS:

None

Summary: Discuss the approach to planning a new park at the end of Norgard Lane.

Background: The City of Ukiah's 2025 Parks Gap Analysis established a goal of assuring all residents live within a half mile of a park. Significantly, the City is also now proposing to annex areas to the north and south of the current City limits. Should these annexations occur, new parks will be needed both to the north and the south. The City owns property at the end of Norgard Lane that has the potential to be developed as a new park. Staff have met with partners from the Blue Zone, North Coast Opportunities, private businesses, and the County to discuss how to approach park planning and hope to begin the planning process this summer. A community-driven plan for the park will better prepare the City to submit competitive grant applications to fund new park facilities.

In addition to filling the need for a neighborhood park to serve the south end of the City, the Norgard property has the potential to provide river access. Swimming and access to the Russian River were identified by the public as priority needs for the community. Should Norgard Lane be developed to provide a kayak "take-out" location, residents and tourists would be able to float two miles of the Russian River from Riverside Park to Norgard Park.

Discussion: Community input into park planning is critical to the success of new park development and to allow for successful fund-raising and grant acquisition. California State Parks has developed an online free resource titled "Designing Parks Using Community-Based Planning" (https://www.parksforcalifornia.org/planning_guide). The guide provides step-by-step instructions for using a community-based approach to developing new parks. Staff plan to use the resource to guide the park development but remain open to any comments or ideas the Commission may have to improve the park planning process.

Recommended Action: Receive report and provide comment.



AGENDA SUMMARY REPORT

SUBJECT: Receive Report and Provide Comment on the Progress and Future Direction of the Newly Created Volunteer Program.

DEPARTMENT: Community Services **PREPARED BY:** _____

ATTACHMENTS:

None

Summary: Discuss and provide comment on the City's Volunteer Program.

Background: The City of Ukiah hired a new Volunteer Coordinator who has now led two volunteer work days. Funding for this program comes from the City's Garbage Mitigation fund and therefore the volunteer activities need to focus first and foremost on picking up garbage and removing graffiti. That said, research suggests that the overall tidiness of grounds and facilities decreases the incidence of graffiti and littering, so other clean-up and landscaping tasks may be considered a secondary task for the program.

The Program's first volunteer day was associated with Earth Day and attracted 11 volunteers to assist with removing graffiti and picking up trash around the Historic Railroad Depot. Upcoming volunteer days will include repainting the outside of the skate park bathroom and restaining the benches, as well as a clean-up near the Orr Creek Commons apartment.

Discussion: While the volunteer coordinator will need to focus first and foremost on graffiti and litter, it is inevitable that some citizens will reach out and express an interest in other volunteering opportunities. The Police, Fire, and Museum all have their own volunteer programs and staff believe it is reasonable for the Coordinator to refer volunteers to these programs as well as to maintain a master list of volunteers. It is hoped that some exceptional volunteers will be able to be trained to lead volunteer efforts themselves and greatly expand the reach and impact of the program. Staff ask the Commission to consider and provide comment on the direction and potential of the program.

Recommended Action: Discuss and provide comment on the City's Volunteer Program.