

CHEHALEM PARK AND RECREATION DISTRICT
CHEHALEM HERITAGE TRAILS CITIZENS' ADVISORY COMMITTEE
Administration Office
125 S. Elliott Road
January 14, 2025

MINUTES

- I. Meeting called to order at 6:00 by Dennis Wiley
- II. Roll Call
Present
Dennis Wiley
Om Sukheenai
Dennis Wiley
Bob Freshman
Danna Kemp
Matt Smith, CPRD Board President
Bryan Stewart
Lauren Pfeiffer, joined at 6:03

Absent
Jake Jendusa
- III. Approval of the Minutes
MOTION TO APPROVE MINUTES
Moved Dennis Wiley
Seconded Bob Freshman
Ayes Om Sukheenai, Dennis Wiley, Bob Freshman, Danna Kemp, Sarah Downing
- IV. Addition to the Agenda: Dundee Bypass Trail Presentation from Jim McMaster
 - a. ODOT has provided \$1.8mil for the first phase for the bridge over Hess Creek
 - b. The District has a contractor on board to work on it
 - c. Question: Dennis Wiley – Can you provide more details on the bridge? Jim: Will be a new pedestrian bridge. State law specifies that new highways have a pedestrian walkway. Bridge has been designed
 - d. Question: Om – Landscaping plans? Jim: Would like to answer the question in a meeting with more time, when he can present more details.
 - e. Question: Matt S. – Where is the bridge? Jim: roughly around Friends Park crossing Hess Creek
- V. Lessons learned from recruiting and conducting a National Trails Day with CPRD- Matt Dolphin, past advisory committee member
 - a. Past committee organized a few different trails clean-ups, ranging from 85+ people to smaller groups of 6-8 people.

- b. Lesson learned: Community does value trails and will come and help
- c. Question: Dennis: How did you coordinate with District staff? Matt D.: Worked with Bryan on what needed to be worked on and Kat for promoting the event.
- d. Question: Bob: What time of the year? Matt D.: Dependent on what you are working on. Thinking about things like poison oak, weather, etc. The National Trails Day website has information on organizing and resources.
- e. Question: Om: Who participated? Matt D.: Mostly Newberg, but work days at Rilee had folks from surrounding areas.
- f. Question: Bob: Signage in the parking lot to collect volunteer information? Matt D.: They did do that once at Ewing Young, but coordinate with District staff. Promoting throughout the community is also helpful and they regularly attended the Wednesday market to promote.
- g. There are also a few other groups that try to organize and might reach out to Bryan to see who has been in contact.

VI. Review of adopted trail signage standards- Matt Dolphin

- a. Based on experience on the prior trails committee, start small by talking to staff and get an early win, plan slow to understand the scope/context and then act swiftly, and know when to go to a pro which would be the CPRD staff and there can be other times when an outside expert is something that the District will consider paying for.
- b. Wayfinding. User-friendly map. There is a trails inventory and mapping project (2022-2023) that was completed with a lot of detail. Danna: There has been some change since the inventory and small updates may be needed. Matt D.: Trail segments need to be combined and possibly some discontinued so that it can be simplified. This may be an area where an outside cartographer/trail designer could budgeted for.
- c. Question: Om: Do we have enough parking? Matt D.: It is in the Master Plan.
Question: Bob: Is the doc available? Matt D.: Will send them to Sarah to share.
Signage Plan: Need project management and tracking. Also tracking of the lifespan of signage.
- d. Question: Sarah: Does the District already have asset management/cap asset software? Bryan: Yes, but does not know the details.
- e. Question: Danna: How are signs managed currently? Bryan: It evolves. Currently they seem to have mostly a list of what signs are at what parks, but not in major detail.
- f. Adopted Signage Standards:
- g. Question: Lauren: Is there a standard now? Bryan: There is, but it is limited. Some resources have already been purchased including signage posts, but none of the details for what goes on the posts has been determined. First thing, we should do is what simplified map we want to use that can then be used for kiosk, etc.

VII. Resource links provided by Matt Dolphin

- i. [USDA Sign and Poster Guidelines for Forest Service EM7100-15, Revised 2013](#)

Document, the most pertinent section is "Chapter 5: Trail Signing". It provides a robust set of rules and procedures for designing and placing trail signs.

ii. [Guidelines for Providing Trail Information to People with Disabilities, Access Recreation 2020](#)

Access Recreation (<https://www.accessrecreation.org>) is a Portland, Oregon ad hoc committee that has developed guidelines for minimum information that should be provided about hiking trails and outdoor facilities, that would benefit hikers with disabilities, and which should be applied to agency websites, printed materials and at trail sites. These guidelines will help CPRD as it publishes trail information on its website.

iii. [Ready, Set, Plan: An introductory guide to trail planning and development](#)

The Oregon Trails Coalition developed this guide for anyone who wants to better understand trails planning, decision making, and trail project development. It emphasizes the importance of planning and helps volunteers and the general public understand why trail projects take time to complete.

iv. [The Intertwine Regional Trails Signage Guidelines 2012](#)

This manual serves as a technical resource to guide parks and transportation agencies as they plan, design, and fabricate wayfinding signage along regional trails in the Portland-Vancouver metropolitan area. You may find the Process Flow Chart on page 1.04 helpful in developing your planning process for signage.

v. [Tualatin Hills Park and Recreation District Signage Maintenance Standards](#)

vi. [Trail Design Guidelines for Portland's Park System 2009](#)

vii. [Bend Park and Recreation District Development and Design Standards 2024](#)

viii. [Trail Signage Guidelines City Of San José Trail Program](#)

Page 119 and page 144 Appendix E discusses a cohesive program to plan, install, and document milestone markers on trails.

VIII. Status of trail signage project and where we can assist, other trails needs- Bryan Stewart

- a. Perhaps the loops can be prioritized for signage. These are the most used and basically "maintained" because of the usage.
- b. Rather than trying to design the whole system, can we focus on a few areas and maybe put off kiosk design.
- c. Matt D. start at a smaller park to test out the whole process of planning, installing, etc.

IX. Details of February CPRD trails field trip- Bryan Stewart

- a. February 7th, 1pm
- b. Ewing Young, Bypass prioritized
- c. Meet at Elliott just before 1pm, Bryan to provide a van

X. Next Steps

- a. Bryan to work on major loops

- b. Agenda for next time: confirming primary loops at Bob and Crystal Rilee, volunteer day planning, plan for committee reports at the Board Meeting.
- XI. Relevant CPRD links discussed in the meeting
 - i. [Heritage Trail Strategic and Master Plans](#) (both)
 - ii. [Bob and Crystal Rilee Master Plan](#)
 - iii. [CPRD District Master Plan](#)
 - iv. [Community Trails Surveys](#)
 - v. [Trail Inventories and Mapping](#)
- XII. Meeting Adjourned at 7:23 by Dennis Wiley

NEXT MEETING: Tuesday, February 11, 2025, 6pm

Recorded by: Sarah Downing, Secretary