



# PARKS ADVISORY COMMITTEE

# AGENDA

Monday, November 13, 2017



5:30 pm  
6:00pm

Dinner (Committee/Staff) – Breakroom  
Public Meeting Session - Goodpasture Rm.

**Customer Service Center**  
3050 N. Delta Hwy., Eugene, OR 97408

## PAC Meeting

- I. Public Comment** – (up to 10 min.)
- II. Agenda Additions/Changes/Modifications** – All (3 min.)
- III. Assignment Review** – All (5 min.)
  - 1) Large Event Assessment Tool – sub-committee meeting
- IV. Review of Meeting Summary** – All (2 min.)
  - 1) October 9, 2017 meeting summary
- V. Staff Reports** – Various (20 min.)
  - 1) Zumwalt Country Fair Camping Recovery Update – Charlie/Ed
  - 2) Parks Master Plan Update – Tim/Petra
  - 3) Vacancy Update - Petra
  - 4) Harbor Vista Project Update – Petra
  - 5) Smartphone Parking System – Charlie
- VI. Old Business:**
  - 1) Large Event Application/Assessment Tool Discussion - All (30 min.)
  - 2)
- VII. New Business:**
  - 1) Parks and LCAS Division Manager Process – Tim (10 min.)
  - 2) Elections – Nominations -- All (10 min.)
  - 3) Parks Budget/Funding Discussion -- All (15 min.)
  - 4)
- VIII. Open** – All (5 min.)
  - 1)
- IX. Operations Report** – Petra (10 min.)
- X. Meeting wrap-up/assignments** – (5 min.)
- XI. Adjourn**

### 2017 Meeting Dates:

|             |           |              |
|-------------|-----------|--------------|
| JANUARY 9   | MAY 8     | SEPTEMBER 11 |
| FEBRUARY 13 | JUNE 12   | OCTOBER 9    |
| MARCH 13    | JULY 10   | NOVEMBER 13  |
| APRIL 10    | AUGUST 16 | DECEMBER 11  |

## Lane County Parks Advisory

October 9, 2017  
Meeting Summary

**This written indexed summary of minutes is provided as a courtesy to the reader.  
The recorded minutes created pursuant to ORS 192.650(1) are the official minutes of this body under Oregon law.**

The recorded minutes are available on the Parks Advisory Committee website:

<http://www.lanecounty.org/Departments/PW/Parks/Pages/pac.aspx>

Members Present: Greg Hyde, Jim Mayo, Wayne Lemler, Mary Brorby, Pat Bradshaw, Kevin Shanley, Carl Stiefbold

Members Absent: None

Staff Present: Mike Russell, Charlie Conrad, Tim Elsea, Petra Schuetz, Sam Fox

Guests Present: None

Chair Lemler called the meeting to order at 6:07 p.m.

### **00:01:00 Public Comment**

- None

### **00:01:15 Agenda Additions/Changes/Modifications**

- Conrad and Brorby, one item each for new business

**00:01:35 Assignment Review** – Conrad discussed changes and revisions to the assessment tool and processes for evaluating large events since the last meeting of the PAC sub group.

### **00:02:50 Review of September 11, 2017 Meeting Summary**

- Bradshaw reported an error in the New Business section where the Mapleton boat ramp dredging project was referenced and should be changed to the Ada park location to form a Friends group.

### **00:04:00 Staff Reports**

- Master Plan Update: Elsea and Russell presented the revised and updated Vision/Mission/Goals statements of the new master plan. As chair of the MP task force, Hyde added that the task force supports the updates. Mayo, Shanley, and Brorby each voiced concerns that trail connectivity verbiage and references had been removed and/or reworded from the original version. Discussion continued about how to bring trail connectivity back to the goals statement. The PAC reviewed the draft and recommended it move forward to the BCC for consideration with an amendment to add a statement regarding trail connectivity. Shanley moved and Mayo seconded and the vote was unanimous with Hyde abstaining due to him being the chair of the MP Task Force.

## Lane County Parks Advisory

October 9, 2017  
Meeting Summary

### Staff Reports continued

- PAC Committee Vacancy: Russell stated that he contacted Commissioner Williams about his upcoming advisory committee vacancy when Brorby resigns her position in December. Commissioner Williams is recommending Al Bennett as Brorby's replacement and urged Bennett to attend tonight's meeting. Mr. Bennett introduced himself to staff and committee members and discussed his current position on the City of Creswell Parks & Trees advisory board.
- EWEB/Lloyd Knox Proposal Update: Conrad informed the committee that EWEB has declined LCP's proposal for maintenance services at Lloyd Knox park, Goodpasture Landing, and Winter Landing locations. No further information was available on why EWEB declined the proposal.
- Harbor Vista Campground Project: Russell updated the committee on progress to add city sewer services to the campground located north of Florence. LCP is working in coordination with the City of Florence to transfer parkland known as Oceanwoods to the city in lieu of partial payment for the project and to initiate an inter-governmental agreement (IGA) between the agencies for the project. State parks has agreed to extend the grant that was awarded to LCP to allow for completion of the project.

### 00:32:25 Old Business

- Large Events Oversight Group – Russell thanked the group for their hard work and dedication to creating and refining the process so it can accomplish what the public wanted in its review of large events held on county park lands. The group feels the assessment tool and the oversight process is working as intended by allowing flexibility in the review process. Staff recommendation to the BCC will be that the LEO group has recommended all of the events for the coming year be approved, and the staff recommendation will be to recommend all, with the exception of the 4<sup>th</sup> of July celebration event at Richardson Park and the City of Veneta application for overnight camping at Zumwalt park during the Oregon Country Fair weekend in July to allow the oversight group an opportunity to appropriately screen those applications under the revised criteria. The sub group plans to schedule another meeting in October to confirm changes Conrad made to the assessment tool per the groups' recommendations.
- PAC Tour: The 2017 PAC tour has been postponed and will be discussed again in future meetings.

### 00:55:00 New Business

- Russell advised the committee of the AFSCME labor union intention to strike. Staff has reviewed critical services and determined that staff support for this advisory committee would likely result in cancellation of the November 13<sup>th</sup> meeting. Staff will update committee members as more is known about the strike potential.
- Stiefbold asked whether staff intended to hold moorage holder meetings this fall to recap the boating season. Staff confirmed that there are no meetings scheduled at this time.
- Lemler reminded members that both the chair and vice chair positions will become vacant in January and encouraged members to consider these opportunities in their service to the committee.

## Lane County Parks Advisory

October 9, 2017  
Meeting Summary

### **01:01:40 Assignment Wrap-up**

- Russell awarded each member one annual parking pass for their service to the committee.
- Russell announced his resignation from Lane County. His last day will be October 31, 2017.

**01:04:05 Adjourn** – Meeting ended at 7:10 p.m.

The next meeting is scheduled for November 11, 2017.

Draft

## Parks Operations Summary – November 2017

The purpose of this report is to provide a written monthly summary of system wide operational highlights from the previous month.

### ADMINISTRATION

- Oregon State Marine Board - Maintenance Assistance Program agreement –working on executing.
- Camava Reservation System – working on fixing ongoing issues
- North Jetty Analysis – Approached by DSL to take on maintenance and operations, cost benefit analysis needs to be done
- Cash handling process – ongoing internal process refinement
- Mt. Pisgah Caretaker house foundation restoration – contract executed, waiting for construction date
- HBRA N. Trailhead parking lot – redesigning parking lot to come in under \$100k
- HBRA credit card only fee machine – contract executed, install winter 2018
- Online parking pass payments – in-progress, several vendors contacted and business analysis is being done
- Richardson Park Campground wi-fi – work with Technology Services to expand wi-fi
- Event insurance requirement – internal process refining/improving insurance event insurance requirement and process
- Camp Lane information packet –beginning work on developing a customer information packet
- Elmira Babe Ruth agreement (at Perkins Peninsula) – finishing conditions of approval
- Standardized campground forms – planning
- Fee Schedule RFP – beginning to develop RFP to examine fees schedules and policies
- Friends of Buford Park Agreement – in the final stages of writing the agreement.
- Bender Landing dike trail – exploring the viability of establishing a trail along adjacent dike
- Siltcoos Floating Restroom Pilings – working on a grant to install pilings into the Siltcoos to secure the floating rest rooms
- Summer survey results analysis – preliminary results in regarding customer demographics and usage
- Updating Special Use permits to reflect insurance requirements and customer usage
- Ramping down office staffing for the next couple months
- Cinderella Park Jurisdictional Transfer – See Attachment A

## **MAINTENANCE**

### September

- Day use areas closed
- Half of the campgrounds closed
- Baker Bay dock moved to winter position

### October

- Fern Ridge floating restroom pulled out
- Baker Bay and Richardson Campground completely closed
- Began winterizing parks, 75% finished
- Richardson sewage lagoon irrigation shut off
- Sewage lagoon cross-over pipes replaced
- Maintenance staff began blowing leaves
- Parks scheduled Armitage shop survey for the end of November
- Staff is currently working with Lane county roads on spraying Armitage Park
- Lane County roads mowed vegetation along the entrance road at Hileman Park to prepare to remove illegal campsites
- Camp Lane lodge floors refinished
- Anti-theft modifications made to fee tubes
- Remove dead/dying trees from Baker Bay - planning
- Remove blackberries from Hileman – planning

## **NATURAL AREAS**

- Visited several parks to conduct initial natural areas field assessments/inventories (Old McKenzie Hatchery, Eagle Rock, Cinderella)
- Visited the Lane County owned island in the Willamette near Harrisburg with Jeff Turk, Scott Youngblood (OPRD), and Daniel Dietz (MRT), to assess resource and recreation values and identify potential future management options
- Entered/updated scoring for Parks Resource Assessment matrix, including data on modelled strategy wildlife species presence from the Oregon Conservation Strategy.
- Coordinated HBRA Trail 5 project from Parks end, including assistance with cultural resources clearance with SHPO
- Coordinated with Parks Manager, Lane County Public Information officer, Friends of Buford Park Staff on publicity and implementation of a prescribed burn at HBRA (which unfortunately did not happen)

- Obtained Notification of Operations (NOAP) from ODF for sale of remaining log deck at HBRA, left over from the 2016 restoration project (Friends staff will market the logs)
- Met with Friends of Buford park staff multiple times to discuss and coordinate upcoming OWEB grant proposal for prairie/oak restoration work in HBRA; compiled letter of support from LCP
- Represented LCP at the “Oregon Outdoor Summit” in Corvallis, 10/16-17: [http://outreach.oregonstate.edu/sites/default/files/outdoor\\_summit\\_agenda.pdf](http://outreach.oregonstate.edu/sites/default/files/outdoor_summit_agenda.pdf)
- Visited Hileman Park several times to document conditions and coordinate with neighboring land owners re: homeless camping and cleanup
- Kinney Park site visits with LCP rangers, Roads veg supervisor, to identify how to remove 15 dead fir trees on the park boundary next to the neighbor’s house and outbuildings
- Visited Zumwalt Park to re-take post-Country Fair camping recovery photopoints, and organized photos in to a PowerPoint presentation
- Worked on the joint Corps/DSL wetland fill permit for the Zumwalt park shoreline stabilization project (hope to submit in November)

#### **ATTACHMENTS**

- A. Cinderella Jurisdictional Transfer to City of Creswell Summary 11.06.17

## ATTACHMENT A – CINDERELLA PARK UPDATE

DEQ has offered a \$100K grant for environmental assessment and remediation of the property. Dan Hurley is currently working on finalizing an IGA with DEQ to outline the terms and scope of work. Dan anticipates the IGA and the grant will go to the Board for approval in mid-December. Once the IGA and funding is in place, the County will be working with an environmental consulting firm to complete the work. Dan estimates the environmental work will take six to nine months. Assuming the property checks out and doesn't need further remediation, the County will begin the process to transfer the property to the city of Creswell. That will probably take a few months. Dan estimates around a year before the city takes ownership of the property (assuming all goes well).

## Cinderella Park

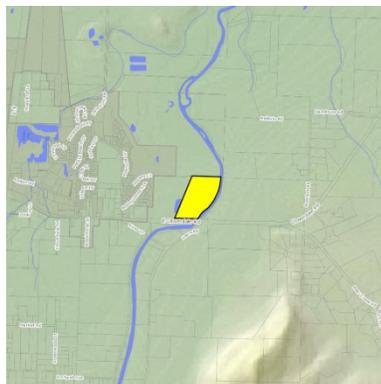
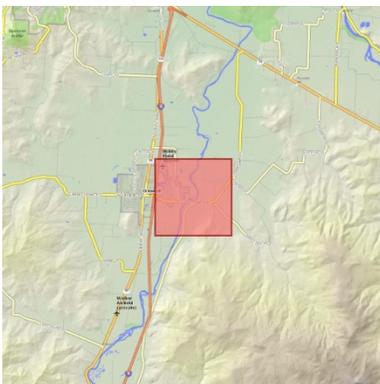
In 1969, Lane County initiated a sanitary landfill on the east side of Creswell to replace the open burning dump located on the west side of Creswell that had become a public nuisance. The County received grants from Oregon State Parks and the Federal Bureau of Outdoor Recreation totaling \$20,250 for the purchase of 27 acres for the landfill site. Plans called for two large gravel pits to be filled to grade with municipal solid waste and covered with soil when the pits became full. The area was then to be developed into a riverside park. The name for this future park was to be Cinderella Park.

Lane County operated the Creswell landfill from 1969 until 1986 when a transfer station was constructed adjacent to the property and waste began to be transferred to the Short Mountain Landfill. The landfill was capped with soil, and Cinderella Park was added into the Lane County Parks inventory. It was open to the public until approximately 2009 and was used primarily by RC airplane hobbyists who constructed a small shelter and storage building on the site. Following a fire that burned into the waste mass on a portion of the site, Lane County closed the site to public access.

Recently, the City of Creswell approached Lane County about the possibility of transferring the property to the City of Creswell. The City would like to reopen the area to the public and maintain it for use as a natural area park. The City is especially interested in opening a 10 acre pond on the site to fishing.

Lane County Waste Management Division (WMD) is supportive of transferring the property as long as it is kept in a natural condition. An Intergovernmental Agreement would be needed to ensure that development does not occur on the site that could compromise the landfill cover and lead to the release of environmental contaminants. WMD is also conducting testing on the water, sediment, and fish in the pond to ensure that the public would not be exposed to contaminants.

Assuming that testing confirms that the water and fish in the pond are safe, WMD and Parks staff plan to present the property transfer proposal to the Board of County Commissioners. WMD and Lane County Parks support the proposal to transfer the property and request endorsement from the Parks Advisory Committee.



v.2017 October 25  
v.2017 October 23  
v. 2017 July 13

## Large Events Oversight Group Subcommittee

### Recommended Edits to Application Form and Assessment Tool

1. Application:
  - a. On Page 1, add Day(s) of Week box right under Proposed Dates box so reviewers don't have to go to a calendar to see what day of week the event occurs (Assessment Tool Q 25)
  - b. Q 10: Add "completely" after "Will regular park users be"
  - c. Q 21: Add "in terms of "sound, lights and traffic" after "residents"
2. Assessment Tool Spreadsheet
  - a. It would be helpful if staff created one spreadsheet for each application with the Names and Dates already filled in; could be Sheets in a Workbook or separate files.
  - b. It might be helpful for County if there were a cell or dropdown box for Reviewer names.
  - c. Allow for an unlocked "Notes" column for review questions & comments; add merged box at each item line.
  - d. Trigger scoring could be automated in the spreadsheet, since it's so important (use a conditional formula); triggers set to be "on" unless score is high enough to turn "off".
3. Assessment Tool Question Edits
  - a. Q 1: Add "to pre-event conditions" right after "Park recovery time".
  - b. Q 9: Change title to "Public or private mass transportation".
  - c. Q 15: Edit for clarity and include "portable toilets" in scoring options 2 & 3.
  - d. Q 16: Add "of sound, light or traffic": after "Geographic impacts".
  - e. Q 20: Change scoring to:
    - i. 6 – strong positive effect
    - ii. 4 – minor positive effect
    - iii. 2 – minor negative effect \*\*\*Trigger\*\*\*
    - iv. 0 – strong negative effect
  - f. Q 24: Add "including parking fees" after "Positive net revenue" ; change second option to "Parking revenue only"; change third option to "Zero net revenue".

**From:** [Wayne Lemler](#)  
**To:** [CONRAD Charles S](#)  
**Subject:** Assessment Tool  
**Date:** Friday, November 10, 2017 12:46:28 PM

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Hi Charlie,

Here are the results from our Assessment Tool Subgroup meeting on October 24:

1. On the Assessment Tool Spreadsheet:

- a. It would be helpful if staff put the applicants names and dates on the forms before we get them.
- b. Can there be a drop-down cell for the reviewers name?
- c. Can there be a column that is unlocked for comments by the reviewer?
- d. Can there be an automated Trigger Scoring Cell?

2. On the Assessment Tool:

- a. Question Number 9 title to read: Mass Transportation Public and/or Private.
- b. Question number 16 title to read: Geographical Impact sound, light, traffic).
- c. Question Number 20 change options to be:  
6 points.....Strong Positive Effect  
4 points..... Minor Positive Effect  
2 Points.....Minor Negative Effect (Trigger)  
0 Points.....Strong Negative Effect
- d. Question Number 24 change the 2 point choice to read: Parking Revenue Only.

There are now a total of 114 Points Possible. 67 Points to Pass.

We would also like to discuss at the Nov 13 meeting Post Event Inspection Formalization.

Thanks

Wayne Lemler  
chair PAC

# Lane County Parks Event Impact Assessment Tool

Park Name

Scored by:

|  |                       |
|--|-----------------------|
|  | <b>Drop Down List</b> |
|--|-----------------------|

Event Name

Event Date(s)

Event Sponsor Name

Large Events Oversight Group Reviewer Name

|   |  |
|---|--|
| 9 | <b>Total Triggers (triggers are "on" until scoring turns them "off")</b> |
|---|--|

|   |                          |
|---|--------------------------|
| 0 | <b>Total Event Score</b> |
|---|--------------------------|

|    |                                |
|----|--------------------------------|
| 67 | <b>Minimum Score Threshold</b> |
|----|--------------------------------|

| No. | Score | Criteria | Reviewer Notes |
|-----|-------|----------|----------------|
|-----|-------|----------|----------------|

|                |   |  |                |
|----------------|---|--|----------------|
| 1              |   | Park recovery time to pre-event status/condition <b>Critical</b> | Reviewer Notes |
|                | 6 | No Time Required   |                |
|                | 3 | 1-2 Days   |                |
|                | 2 | 3-6 Days   |                |
|                | 1 | 1-4 Weeks***Trigger***   |                |
|                | 0 | 1 month or more  |                |
| <b>Score</b>   |   |  |                |
| <b>Trigger</b> |   | <b>X</b>   |                |

|                |   |  |                |
|----------------|---|--|----------------|
| 2              |   | Amplified sound <b>Critical</b>        | Reviewer Notes |
|                | 6 | No Amplified Sound                     |                |
|                | 4 | Less than 20% of event                 |                |
|                | 2 | Between 20% and 40% of event           |                |
|                | 0 | Greater than 40% of event***Trigger*** |                |
| <b>Score</b>   |   |  |                |
| <b>Trigger</b> |   | <b>X</b>                               |                |

|                |   |   |                |
|----------------|---|---|----------------|
| 3              |   | Park maintenance staff required for event <b>Critical</b>             | Reviewer Notes |
|                | 5 | None required   |                |
|                | 3 | On site at end of event   |                |
|                | 1 | Requires pre-event preparation and/or ongoing during event            |                |
|                | 0 | Requires multiple days to return park back to public use***Trigger*** |                |
| <b>Score</b>   |   |   |                |
| <b>Trigger</b> |   | <b>X</b>  |                |

|                |   |   |                |
|----------------|---|---|----------------|
| 4              |   | Anticipated cumulative attendance <b>Critical</b> | Reviewer Notes |
|                | 5 | up to 1,999                                       |                |
|                | 4 | 2,000 to 2,999                                    |                |
|                | 3 | 3,000 to 3,999                                    |                |
|                | 2 | 4,000 to 4,999                                    |                |
|                | 1 | 5,000 to 5,999                                    |                |
|                | 0 | 6,000 or more ***Trigger***                       |                |
| <b>Score</b>   |   |   |                |
| <b>Trigger</b> |   | <b>X</b>  |                |

|                |   |  |                |
|----------------|---|--|----------------|
| 5              |   | Contracted police services <b>Critical</b>                               | Reviewer Notes |
|                | 4 | None required  |                |
|                | 2 | Minimal: law enforcement notified of event                               |                |
|                | 0 | Significant: law enforcement contracted to patrol the event***Trigger*** |                |
| <b>Score</b>   |   |  |                |
| <b>Trigger</b> |   | <b>X</b>   |                |

|                |   |  |                |
|----------------|---|--|----------------|
| 6              |   | Pre-event hardscaping site modifications <b>Critical</b> | Reviewer Notes |
|                | 6 | None   |                |
|                | 4 | Minimal  |                |
|                | 2 | Moderate***Trigger***                                    |                |
|                | 0 | Extensive  |                |
| <b>Score</b>   |   |  |                |
| <b>Trigger</b> |   | <b>X</b>   |                |

|       |   |  |  |
|-------|---|--|--|
| 7     |   | Road Availability to Event   | Reviewer Notes   |
|       | 5 | State Highways   |  |
|       | 4 | County Highways  |  |
|       | 3 | Primary Streets  |  |
|       | 2 | Local Neighborhood Streets   |  |
|       | 1 | Only 1 Neighborhood Street   |  |
|       | 0 | No direct access must walk into site                                     |  |
| Score |   |  |  |
| 8     |   | Parking  | Reviewer Notes   |
|       | 3 | No impact on available spaces  |  |
|       | 2 | Requires designated/restricted parking for event                         |  |
|       | 1 | Entire available parking restricted for event                            |  |
|       | 0 | Parking not adequate or available on site                                |  |
| Score |   |  |  |
| 9     |   | Public or private mass transportation                                    | Reviewer Notes   |
|       | 5 | Fully available and being utilized                                       |  |
|       | 3 | Some integrated into event   |  |
|       | 0 | None offered or available  |  |
| Score |   |  |  |
| 10    |   | Disruption of Current/Seasonal Normal Park Activities                    | Reviewer Notes   |
|       | 6 | No Impact  |  |
|       | 4 | Low Impact   |  |
|       | 2 | Medium Impact  |  |
|       | 0 | High Impact  |  |
| Score |   |  |  |
| 11    |   | Cost to Participants/Public  | Reviewer Notes   |
|       | 4 | Entire event free  |  |
|       | 3 | Children and/or Seniors free   |  |
|       | 2 | Free admission but vendor items for sale                                 |  |
|       | 1 | Admission under \$20   |  |
|       | 0 | Admission \$20 or more   |  |
| Score |   |  |  |
| 12    |   | Cultural/Educational   | Reviewer Notes   |
|       | 4 | Main function of event   |  |
|       | 2 | Partial component of event   |  |
|       | 0 | None   |  |
| Score |   |  |  |
| 13    |   | Health and Fitness   | Reviewer Notes   |
|       | 4 | Event Activity engages increased health and fitness                      |  |
|       | 2 | Relatable educational component to health and fitness                    |  |
|       | 0 | None   |  |
| Score |   |  |  |
| 14    |   | Environmental Enhancement  | Reviewer Notes   |
|       | 5 | 5 Categories Achieved  | Categories:<br>Recycling<br>Waste Reduction<br>Energy Conservation<br>Bicycling<br>Environmental Education |
|       | 4 | 4 Categories Achieved  |  |
|       | 3 | 3 Categories Achieved  |  |
|       | 2 | 2 Categories Achieved  |  |
|       | 1 | 1 Category Achieved  |  |
|       | 0 | No Categories Achieved   |  |
| Score |   |  |  |
| 15    |   | Required Sanitation Facilities   | Reviewer Notes   |
|       | 4 | Existing facilities adequate   |  |
|       | 2 | Existing facilities available and supplemental portable toilets required |  |
|       | 0 | No Existing Facilities and portable toilets required                     |  |
| Score |   |  |  |
| 16    |   | Geographical Impact of sound, light or traffic                           | Reviewer Notes   |
|       | 3 | Impact limited to Event footprint in Park                                |  |
|       | 2 | Impact limited to up to 200 ft. outside park                             |  |
|       | 1 | Impact between 400-800 ft. outside park                                  |  |
|       | 0 | More than 800 ft outside park  |  |
| Score |   |  |  |

|                |          |   |                       |
|----------------|----------|---|-----------------------|
| 17             |          | Fire Services (suppression) <b>Critical</b>                 | <i>Reviewer Notes</i> |
|                | 4        | None required   |                       |
|                | 2        | Minimal required  |                       |
|                | 0        | Major required ***Trigger***                                |                       |
| <b>Score</b>   |          |   |                       |
| <b>Trigger</b> | <b>X</b> |   |                       |
| 18             |          | Emergency Medical Services                                  | <i>Reviewer Notes</i> |
|                | 4        | None required   |                       |
|                | 2        | Minimal required  |                       |
|                | 0        | Major required  |                       |
| <b>Score</b>   |          |   |                       |
| 19             |          | Food/Beverage Vendors                                       | <i>Reviewer Notes</i> |
|                | 3        | None  |                       |
|                | 2        | Food/Beverage (non-alcohol)                                 |                       |
|                | 1        | Food/Beverage (including alcohol)                           |                       |
| <b>Score</b>   |          |   |                       |
| 20             |          | Effect on area businesses <b>Critical</b>                   | <i>Reviewer Notes</i> |
|                | 6        | Strong positive effect                                      |                       |
|                | 4        | Minor positive effect                                       |                       |
|                | 2        | Minor negative effect ***Trigger***                         |                       |
|                | 0        | Strong negative effect                                      |                       |
| <b>Score</b>   |          |   |                       |
| <b>Trigger</b> | <b>X</b> |   |                       |
| 21             |          | General effects on area residents/neighbors <b>Critical</b> | <i>Reviewer Notes</i> |
|                | 6        | No effect on area   |                       |
|                | 4        | Minimal effect on area                                      |                       |
|                | 2        | Moderate effect on area ***Trigger***                       |                       |
|                | 0        | Major effect on area  |                       |
| <b>Score</b>   |          |   |                       |
| <b>Trigger</b> | <b>X</b> |   |                       |
| 22             |          | Charitable Fund Raising                                     | <i>Reviewer Notes</i> |
|                | 4        | 50% or more from proceeds of event                          |                       |
|                | 2        | Less than 50%   |                       |
|                | 0        | None  |                       |
| <b>Score</b>   |          |   |                       |
| 23             |          | Number of years event has been approved                     | <i>Reviewer Notes</i> |
|                | 4        | 5 years plus  |                       |
|                | 3        | 4 years   |                       |
|                | 2        | 3 years   |                       |
|                | 1        | 2 years   |                       |
|                | 0        | 1 <sup>st</sup> year  |                       |
| <b>Score</b>   |          |   |                       |
| 24             |          | Parks Department Revenue Enhancement                        | <i>Reviewer Notes</i> |
|                | 4        | Positive net revenue (including parking fees)               |                       |
|                | 2        | Parking revenue only  |                       |
|                | 0        | Zero net revenue  |                       |
| <b>Score</b>   |          |   |                       |
| 25             |          | Day of Week and Time  | <i>Reviewer Notes</i> |
|                | 4        | Weekend Event   |                       |
|                | 2        | Multiple Day/weekend/holiday                                |                       |
|                | 0        | Weekday rush-hour traffic time                              |                       |
| <b>Score</b>   |          |   |                       |

Last Updated 11/7/17

# Lane County Parks Special Event Application

**Parks Mission:**

*To preserve and enhance parks and open space within Lane County in a manner that provides visitors outstanding customer service and a diverse, high-quality recreational experience that meets their needs and expectations.*



Please answer the questions below. Additional pages may be attached if more space is required. Please also attach any supporting documents. Parks staff is available to answer any questions.

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**Applicant:**

**Proposed Event:**

**Proposed Event Description:**

**Proposed Event Location:**

**Proposed Date(s):** \_\_\_\_\_ and **Time(s):** From \_\_\_\_\_ to \_\_\_\_\_

**Days of the Week:** Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.    Sun.

Why do you consider this the best venue for your event, perhaps over another location?

Estimated **Gross** Revenue: \$ \_\_\_\_\_

Will this be a recurring yearly (sustainable) event or a one-time event only?

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In the spaces provided below, please answer each of the following questions. Be sure to clearly document your response whenever possible and state any assumptions being made.

**Event Questionnaire:**

1. Please provide a general Anticipated Environmental Impact Statement and describe your plans to mitigate these impacts? Please consider impacts to wildlife, water quality, and vegetation (turf, shrubs, trees, landscaping) and how long it will take the park to recover to pre-event status/condition.

## Lane County Parks Special Event Application

2. Please provide any anticipated noise issues and what your plan may be to reduce or control noise. If there will be amplified sound, please indicate the time frame that the noise associated with it will occur. (Mark the one that most closely fits your event.)

- None
- Less than 20% of event
- Between 20% and 40% of event
- Greater than 40% of event

Comments:

3. Describe your anticipated need for Park Maintenance or Ranger Staff for this event, particularly pre-event needs. Please indicate level of staff involvement as appropriate. (Mark the one that most closely fits your event.)

- None
- On-site at end of event
- Requires pre-event and/or ongoing during event
- Requires multiple days to return park back to public use

Comments:

4. What is the anticipated cumulative attendance? (Cumulative attendance is the total number of attendees over the course of the event i.e., 500 people per day for 3 days = 1500 people.)

- Up to 1,999
- 2,000 to 2,999
- 3,000 to 3,999
- 4,000 to 4,999
- 5,000 to 5,999
- 6,000 or more

What is the estimated number of people per day and the peak attendance?

Total number of attendees per day

Highest number of attendees at any time during the event

## Lane County Parks Special Event Application

5. Will police services be required (contracted) for this event? If so, describe why and indicate level of staffing required.

- None
- Minimal: law enforcement notified of event
- Significant: law enforcement contracted to patrol the event

Comments:

6. Describe any pre-event hardscaping site modifications that are needed for this event. This includes any changes to the ground (example: creating a gravel parking area, regrading, permanent improvements or modifications).

Description:

7. Please indicate the primary road classification of the road access you plan to use for this event. (Mark the choice that most closely fits your event. Parks staff can help identify road classifications associated with a proposed event.)

- State
- County
- Primary Street
- Local Neighborhood Streets
- Only 1 Neighborhood Street
- No Direct Access – must walk into site

8. Please indicate the level of parking needed for this event. (Mark the choice that most closely fits your event.)

- No impact on available spaces
- Requires designated/restricted parking for event
- Entire available parking restricted for event
- Parking not adequate or available on site

Comments:

## Lane County Parks Special Event Application

9. Please provide a general Anticipated Transportation/Access Impact on roads. Be sure to include any potential route conflicts, ingress/egress, or other possible conflicts. Do you have a Transportation Access plan or can one be established? Is alternative transportation to the event available, such as a park & ride or shuttle from another location?

- Fully available and being utilized
- Some integrated into event
- None offered or available

Comments:

10. Describe how this event might disrupt current or seasonal normal park activities. Will regular park users be completely unable to use the park during your event?

Description:

11. Will there be an admission fee for entrance into the event? If so, please outline proposed fee structure. Also indicate if parking fees are included in these fees.

Description:

12. Describe any cultural or educational elements that will be featured in your event.

Description:

13. Describe any health and/or fitness elements that will be featured in your event.

Description:

14. Please describe how your event meets environmentally friendly goals in each of the following areas:

Recycling:

WasteReduction:

EnergyConservation:

Bicycling:

Environmental Education:

Comments:

## Lane County Parks Special Event Application

15. Please indicate the level of sanitation facilities required for this event.

- Existing facilities adequate
- Existing facilities will be used, but supplemental (portable toilets) required
- No existing facilities at site, supplemental (portable toilets) required

Comments:

16. Please indicate the geographical impact (from light, sound, traffic etc.) your event will have. (Mark the choice that most closely fits the impact).

- Impact only within the footprint of the park
- Impact limited to up to 200 feet outside of park
- Impact between 200 - 800 feet outside of park
- Impact more than 800 feet outside of park

Comments:

17. What level of fire services (suppression) will be required?

- None required
- Minimal services required
- Major services required

Comments:

18. What level of emergency medical services will be required?

- None required
- Minimal services required
- Major services required

Comments:

## Lane County Parks Special Event Application

19. Will food and beverages be sold on site?

- None
- Food/beverage (non-alcohol)
- Food/beverage (including alcohol)

Comments:

20. Describe the impact to area businesses (both positive and negative).

Description:

21. Describe how this event will generally impact area and nearby residents in terms of sound, lights and traffic. Please characterize each of the impacts you identify as having 'no effect', 'minimal effect', 'moderate effect', or 'major effect'. Description:

22. Will any funds be donated to charity? If so, how much?

23. Has Lane County approved this event before? If so, how many times?

- Yes, the event has been approved before.  
Number of times approved.
- An application was submitted, but not approved.  
Number of times submitted.
- An application has not been submitted before.

24. Are you able to agree to the following general terms if we were to partner with you to host your event?

(Please mark Yes, No, or Negotiable in the space provided.)

**Yes No Negotiable**

Lane County Parks will receive 15% of event gross revenue.

Lane County Parks will also assess a Natural Areas Mitigation Fee (up to 1.5% of Gross Revenue in addition to the fee above) depending on your event size or type of event.

Lane County Parks will require a Performance Bond/Security Deposit between \$1,000 and \$25,000 depending on our assessment of risk of your event. This bond is non-refundable (in case of event cancellation, etc.), but will be used as part of your event final payment.

Lane County Parks requires a Waste Management and Recycling Plan and strives for "green" events, we may require an extensive waste plan.

Produce, within 30 days of your event, an Insurance Certificate of \$2,000,000 per occurrence and \$4,000,000 aggregate of Commercial General Liability Insurance and Additional Insured Endorsement listing Lane County as Additional Insured.

Provide an event Final Report, including all sales, expenses, demographic and any other information requested by Lane County for informational purposes.



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

|  |  |
|--|--|
| APPLICANT'S NAME AND CITY:<br><i>Alan C. Bennett, Eugene</i>   | DATE:<br><i>10-30-17</i>   |
| NAME OF ADVISORY COMMITTEE:<br><i>Parks Advisory Committee</i> | PLEASE CHECK ONE:<br><input checked="" type="checkbox"/> New Applicant<br><input type="checkbox"/> Application for Reappointment |

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.) *Former Creswell City Councilor, currently secretary of Creswell Parks+trees advisory board.*
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make? *would like to be able to provide input from perspective of a mountain biker, road biker, runner + paddler*
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) *Parks+trees Advisory Board, Creswell - Disciples of Dirt Mountain bike club*
5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort? *By treating people respectfully and actively listening to their ideas.*
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?  
*Creswell Parks + Trees - term ends 12-31-18*
7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)  
 No  Yes Specify:
8. How did you learn about this vacancy?  Newspaper  Word of mouth  Other:  
*Creswell Mayor Dave Stram recommended me to Commissioner Williams*
9. In which County Commissioner District do you reside? please check one:  
 Unsure  West Lane County  Springfield  South Eugene  North Eugene  East Lane County

*\*The Board of Commissioners has adopted the following policy on reappointments:*

- a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.*
- b. The deadline for incumbent applications will be the same as the deadline for new applications.*

*\* Unless waived by the Board.*



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

Please Print

Name: BENNETT ALAN  
(Last) (First)  
Address: [REDACTED] EUGENE 97405  
(Street) (City) (Zip)

Home Phone: [REDACTED] How Long Have You Lived in Lane County? 29 Years 6 Months

Occupation: OFFICE MGR/C.A. Place of Employment: [REDACTED]

Business Address: [REDACTED] Business Phone: [REDACTED]  
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

NOTE: Information in this box consisting of home addresses and phone numbers may be exempt from disclosure per ORS 192.502(3).

OPTIONAL INFORMATION

Lane County is required under state and federal guidelines to identify applicants by ethnicity, race, gender and age. Supplying this information will also assist Lane County in evaluating its Diversity Implementation Plan to achieve more diversity on its advisory committees. Providing this information will not adversely affect your opportunity to serve on this committee or board and this information is processed separately from the application. Completion of this section is entirely voluntary and remains confidential.

- Male
- African American
- Hispanic/Chicano/Latino
- Female
- European American
- Other:
- Asian American
- Native American
- Disability: \*Type:

\*This information is used to ensure there is reasonable accommodation and representation on advisory boards.

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Lane County does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

Signature of Applicant [REDACTED] [REDACTED]

Date:

Except as noted above, all information provided as part of this application is a public record subject to disclosure.

Please Return to: Lane County Administration  
Public Service Building  
125 East 8<sup>th</sup> Avenue  
Eugene, OR 97401

NOTE: If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.

