



Parks, Trees, and Trails Advisory Committee Meeting Agenda

October 18, 2023
(2:00 – 3:30 p.m.)

Santiam Travel Station
750 3rd Street, Lebanon, Oregon

- 1) Call to order – *Chair Barnett*
 - 2) Approval of Minutes: July 19, 2023
 - 3) Discussion:
 - City of Lebanon Update
 - Pending Cheadle Lake Event Applications
 - Adopt a Park / Trail
 - Memorial Trees / Benches
 - Spraying of Blackberries
 - Pioneer Cemetery
 - Cheadle Lake Tree Damage
 - Cheadle Lake Project
 - Fiscal Responsibility
 - Utilization
 - Timeline
 - BLT Update
 - 4) Public Comments
 - 5) Next Scheduled Meeting: November 15, 2023 (2:00 – 3:30 p.m.)
 - 6) Adjourn – Chair
-

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Parks, Trees, and Trails Advisory Committee Meeting Minutes July 19, 2023

Committee Present Jan Diamantine, City Councilor, Dave Workman, Linda Ziedrich, Rick Barnett, Cindy Kerby, Anna Creel, and Rodney Sell.

Committee Absent None.

Staff Present Interim City Manager Ron Whitlatch, and Public Works Operations Manager, Jason Rush.

Call to Order Chair Barnett called the meeting to order at 2:00 p.m. in the Santiam Travel Station Board Room.

Approval of Minutes The committee approved the meeting minutes from June 21, 2023.

Discussion

- City of Lebanon Update

Jason Rush provided the City of Lebanon update:

- Completed a tree removal at 213 E Grant Street, no sidewalk has been damaged so only the tree will be removed. The replacement of these trees are the responsibility of the property owner.
- Two birch trees on Mountain River, no sidewalk has been damaged so only the trees were removed. Unknown if these birch trees were affected by the previously discussed Birch Borer. The replacement of these trees will not be in the park strip and are the responsibility of property owner.
- The Lebanon Skate Park cameras have been installed and are functional. The additional fencing is currently being fabricated, once completed it will be powder coated and installation will be scheduled.
- Our new contract with Valley Merchant Police to lock the park restrooms at night has been going smoothly.
- Seasonal Trail Worker, we have had a tough time filling this position due to qualifications and position requirements, so this position has not been filled at this time.
- The city is reviewing final plans for the East side trail at Cheadle Lake and developing a cost estimate for the project. This project is expected to go out for bid this fall.

- Planning Case - S-22-04

BLT receives planning notices to ensure development lines up with the master plan. The current case S-22-04 is an area in which BLT believes trail number 10 is impacted, Sell

requested additional information on what planning or engineering has decided for this site. Whitlatch stated this planning case has no trail conditions based on the development utilizing the majority of the property for housing and the remainder is wetland and would not be suitable for a trail, there is also no direct connection to trail number 10.

- Cheadle Lake Plan Review

An overall conceptual plan was previously provided to the committee. The 2007 Cheadle Lake Master Plan has also been provided.

Kirby, after reviewing the conceptual plan has concerns about the use of the space. Concerns such as what is the best use of this park, not only for the community but for the city looking forward to funding and maintenance. Originally it was for Strawberry Festival and an event venue, but the conceptual plan has now turned into a sports complex. Kirby asked if this conceptual plan be reconfigured to fit better and include what has been proposed but also include more of what the citizens might be requesting.

Whitlatch stated there is no timeline on spending of funds for this grant so there is time for this committee to make different recommendations regarding the plan. The first phase of construction will not be impacted by design changes. Any recommended changes to design the committee would take to the City Council for approval.

The committee can request Udell Engineering attend a meeting and provide them with ideas for additional conceptual plans.

Barnett suggested the committee brainstorm ideas before the next meeting and bring those to table before bringing in Udell Engineering or taking to the public for suggestions.

Ziedrich would like a full presentation of what is being presented and why to better understand the development, she believes this would be beneficial for the public as well.

Whitlatch suggested looking at the options and what revenue potential they could have to offer self-sustainability.

September / October meeting goals: members bring ideas that are inclusive of the park being self-sustainable, 20 – year plan, community need / want, and meet the grant intent of access.

- Trails Master Plan and Parks Master Plan Update

Sell would like to see an update of the 2006 Parks Master Plan and the 2009 Trails Master Plan to assist with grant opportunities.

Whitlatch stated there is no funding for Master Plan updates and this would be a lot for staff to try and overtake. Previously our RARE intern was going to start this project, but other projects did not allow time. A suggestion would be for the Parks, Trees, and Trails Committee to submit a recommendation to City Council requesting an update be completed and this would allow for council to review funding options for this project.

BLT could investigate grants or funding options to assist with this update.

Motion to City Council:

The Parks, Trees, and Trails Committee recommends to City Council that the Parks Master Plan and Trails Master Plans be revised, as funding is available a request is made for City

Council to review options for funding these updates.

Cindy Kirby seconded, to recommend the motion to City Council. The motion passed unanimously.

- BLT Update – Rod / Jan
 1. Beaton Lane Update – Rush stated there is new development taking place on Beaton Lane and there is a possibility a new sewer main installation will be necessary; we do not want to complete the lights until we know more.
 2. Gills Landing Project – BLT has provided funds to the project and is researching additional funding. Construction is anticipated to begin in 2024. BLT would like PTT committee support that this is a necessary project. Motion by Cindy Kirby from the Parks, Trees, and Trails Committee for Build Lebanon Trails to move forward and apply for the grants to allow this project to happen, the motion passed unanimously. Build Lebanon Trails welcomes letters of support from the committee or members.
 3. River Park to Bromil (Trail #4, Section2) – BLT would like the PTT Committee to make a recommendation of support on this project as outlined in the Trails Master Plan, before moving forward with hiring a surveyor. Motion by Cindy Kirby from the Parks, Trees, and Trails Committee for Build Lebanon Trails to move forward with this project as outlined in the Trails Master Plan, the motion passed unanimously.
- General Discussion

Ziedrich asked if there is a schedule for placing play equipment at Porter Park, City Staff stated there was no plan for equipment to be installed. Funding can be looked for to obtain equipment.

Next Scheduled Meeting

September 20, 2023 (2:00 – 3:30 p.m.)

Adjournment

Barnett Adjourned the meeting at 3:30 p.m.



City of Lebanon Adopt a Park / Trail Program

Thank you for your interest in our local parks! Volunteers are valued members of the City of Lebanon.

Any individual, neighborhood or organization can Adopt-A-Park as a volunteer project. The Parks Department continues to provide regular maintenance, while the individuals and groups are asked to assist with the special care of the adopted areas. Responsibilities are spelled out in a letter of understanding signed by the Public Works Director and the individual or representative of the group adopting a park.

Why Adopt-A-Park?

The individuals and groups who become involved in the Adopt-A-Park program are helping to enhance and maintain our public lands through clean up, planting plantings, weeding, monitoring wildlife and other projects. Your volunteer effort in our parks and on our trails increases awareness of the importance of protecting our natural resources, generates pride in our park system and demonstrates a commitment to your community. As a group or business, you can create a better environment for yourself and the next generation.

Below are some additional benefits of volunteering:

- Give back to the community.
- Complete school or club requirements for volunteer service hours
- Get outdoor exercise.
- Ensure safe, clean parks for all residents to enjoy.
- Meet new people.
- Have fun!

What do Adopters Do?

Typical Adopt-a-Park volunteer tasks include the following:

- Removing litter
- Pulling weeds
- Removing invasive plants
- Spreading bark dust
- Planting flowers
- Reporting safety hazards and graffiti

How are adopters recognized?

The City of Lebanon, Parks Department, will post a sign at your adopted park or green space, identifying your group as an adopter. These signs are a great way to spread the word about the service you or your group is providing.

1. Submit completed Park / Trail Application
 - Applications may be submitted by email to parksres@ci.lebanon.or.us, by mail, or hand delivery to: City of Lebanon, Park Reservations 925 Main Street., Lebanon, OR 97355.
2. Complete a "Volunteer Application". If you are applying as a group, each member will need to complete an application.
3. Once approved, a Mutual Agreement of Understanding will be required.

APPLICANT INFORMATION

Requested Park:

Volunteer Group Name (if applicable)

Volunteer Name:

Phone Number:

Email:

Address:

(Alt) Volunteer Name:

Phone Number:

Email:

Address:

Applicant Signature:

PLEASE NOTE BEFORE ANY WORK CAN BEGIN THE ADOT A PARK / TRAIL APPLICATION AND VOLUNTEER APPLICATIONS MUST BE APPROVED

POTENTIAL LOCATIONS AVAILABLE FOR ADOPTION

Academy Square	Cheadle Lake Trail	Ralston Park
Bob Smith Park	Christopher Columbus Park	River Park
Booth Park	Had Irvine	Riverview Park
Century Park	Mark Slough Trail	Strawberry Plaza
Cheadle Lake	Pioneer Cemetery	Wynn Mill Park

FOR OFFICE USE ONLY

APPROVED DENIED

Jason Williams, Public Works Director **Date:**

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Adopt-A-Park

Adopt-A-Park

Thank you for your interest in volunteering! Volunteers are valued members of the City of Lebanon.

Any individual, neighborhood or organization can Adopt-A-Park as a volunteer project. The Parks Department continues to provide regular maintenance, while the individuals and groups are asked to assist with the special care of the adopted areas. Responsibilities are spelled out in a letter of understanding signed by the Public Works Director and the individual or representative of the group adopting a park.

Who can adopt?

Organizations, businesses, families, and individuals can adopt a park or green space.

Participants 18 years of age or older will be required to sign individual releases waiving the City of Lebanon from liability arising from activities in the program. Parents will be required to sign releases for children under the age of 18 who participate in the program.

The City thanks them for their time and talents!

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The individuals and groups who become involved in the Adopt-A-Park program are helping to enhance and maintain our public lands through clean up, planting plantings, weeding, monitoring wildlife and other projects. Your volunteer effort in our parks and on our trails increases awareness of the importance of protecting our natural resources, generates pride in our park system and demonstrates a commitment to your community. As a group or business, you can create a better environment for yourself and the next generation.

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- Removing litter
- Pulling weeds
- Removing invasive plants
- Spreading bark dust
- Planting flowers
- Reporting safety hazards and graffiti

How much time does it take?

Adopters agree to serve at regular intervals at their adopted site. Some parks or green spaces involve monthly volunteer service; others require less-frequent service (e.g., quarterly service).

Do I need to bring tools?

The Parks Department provides trash bags and gloves. Currently the department can also provide tools such as shovels, rakes, etc. for smaller groups as requested.

What parks or green spaces can be adopted?

Adoptable parks and green spaces currently include:

- Academy Square
- Bob Smith Memorial Park
- Booth Park
- Century Park
- Cheadle Lake Park
- Cheadle Lake Trail
- Christopher Columbus
- Had Irvine
- Mark Slough Trail
- Ralston Park

- Riverview Park
- River Park
- Strawberry Plaza
- "Welcome to Lebanon" sign
- Wynn Mill Park

How are adopters recognized?

The City of Lebanon, Parks Department, will post a sign at your adopted park or green space, identifying your group as an adopter. These signs are a great way to spread the word about the service you or your group is providing.

How do I get started?

Complete an Adopt-a-Park / Trail Application and submit it by email to parksres@ci.lebanon.or.us, by mail, or hand delivery to: City of Lebanon, Park Reservations 925 Main Street., Lebanon, OR 97355. The Operations Coordinator will contact you about available openings. If there is an opening that matches your schedule and interests, the Operations Coordinator will schedule a meeting with you to go over program details.

General Guidelines

Litter and debris removal, weed control, flower care, reporting vandalism and identifying hazards are the primary responsibilities of the Adopt-A-Park participants. Coordinate projects such as planting trees and shrubs, painting and carpentry with the Parks Division. The Parks Division can provide necessary tools, equipment and materials, as well as trash bags.

Additional Tips for Success

- The best time for group outings is the Monday following busy weekends or days directly after holidays.
- Plan the day with plenty of time for breaks so participants don't overexert themselves.
- It's always a good idea to carpool when possible.
- Please notify the Parks Division immediately when vandalism or a potential hazard is observed.
- Have a first aid kit on hand and be aware of local emergency services in case of injury.
- Make your efforts FUN and enjoyable.
- Citizen ideas and suggestions about park area improvements are appreciated.

For more information, contact our Parks Department at (541) 258-4917

Additional Information

[Adopt - A - Park / Trail Application \(443 KB\)](#)

Web Links

[Volunteer Application](#)

Parks and Facilities

[Overview](#)

[Park Sites](#)

[Adopt-A-Park](#)

[All Parks](#)

[Cheadle Lake](#)

[Gill's Landing RV Park](#)

[Park Fee Schedule](#)

[Porter Park Community Garden](#)

[Trail System](#)

Contact Information

The Public Works Department - Parks and Facilities

Office Hours

Except Municipal Holidays

Phone Hours

Monday - Friday

7:00 am to 5:00 pm

Phone: (541) 258.4917

Edit Contact Details [View Full Contact Details](#)

City of Lebanon | 925 Main Street | Lebanon, OR 97355 | 541.258.4900

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Site Design by MunicodeWEB

City of Lebanon

Approved Memorial Tree List

Cherry	<i>Prunus serrulata</i>	Royal Burgundy	Red-purplish foliage, pink flower
	<i>Prunus x yeodensis</i>	Cascade Snow	White flowers, upright growth, very disease resistant
	<i>Prunus sargentii</i> 'JFS-KW58'	Pink Flair	Pink flower clusters, orange-red fall color, upright narrow vase-shaped growth form
Crabapple, Flowering	<i>Malus sp.</i>	Adirondack	Good columnar variety, very good disease resistance
		Centurion	Good disease resistance; Red flowers, upright growth
		Purple Prince	Purple foliage becoming bronze green; rose red flowers
		Prairifire	Very pink flowers, red fruit
		Red Jewel	Very red persistent fruit, white flowers
		Sugar Tyme	Good disease resistance, white flowers
Dogwood, Kousa	<i>Cornus kousa</i>	Many Cultivars	Low branching, the kousa hybrid selections are the best choices, Constellation, Aurora, and Stellar Pink. All are resistant to anthracnose.
Goldenrain	<i>Koelreuteria paniculata</i>		Beautiful yellow flowering tree, very adaptable
		Fastigata	Columnar, yellow fall color, flowers bright yellow in large clusters
		Summerburst	Unique lantern-like seed capsules
Lilac Tree	<i>Syringa reticulata</i>	Several Cultivars	Upright spreading to oval, white flower clusters
Linden	<i>Tilia cordata</i> 'Halka'	Many Cultivars	
		Merril	Yellow fall color, large white flower
Maple	<i>Acer buergeranum</i>	Trident	Lovely fall color; must train to single stem
	<i>Acer campestre</i>	Hedge	A tough tree with corky bark
	<i>Acer ginnala</i>	Flame	Fragrant flowers great fall color; very adaptable; prolific seeds; multi-stemmed
	<i>Acer griseum</i>	Paperbark	All year interest tree; good urban tolerance
Maple, Hybrid	<i>Acer truncatum x A. platanoides</i>	Pacific Sunset	Yellow orange to bright red fall color; resistant to Japanese beetle
		Vanessa	Upright, tightly vase shaped; fall color is orange-red
Redbud, Eastern	<i>Cercis canadensis</i>	Several Cultivars	Beautiful small flowering tree, but can experience a lot of branch breakage, die back, and is susceptible to Verticillium
	<i>Amelanchier laevis</i> 'JFS-Arb'	Spring Flurry	Upright, oval form, white clustered flowers, orange fall colors, small purple berries
	<i>Amelanchier x grandiflora</i>	Autumn Brilliance	Upright, white clustered flowers bright red fall color, small purple berries
		Pink Chimes	Pink flowers; smaller cultivar
Sequoia		WHICH ONE??	
Yellowwood	<i>Cladrastis kentukea</i>	Cultivars Rare	White and fragrant flowers



City of Lebanon Memorials Program

Dedicating a memorial in the honor of a loved one or a civic group on a public park feature is a meaningful way to acknowledge and support the significant role of the Lebanon parks system in our community. Your donation will contribute to the maintenance of the Lebanon parks system while celebrating a special person or civic group at the same time.

Lebanon community members have the opportunity to memorialize and honor the memory of a loved one through this program. Applicants can choose a new tree, bench, or add a plaque to an existing bench at a Lebanon park, trail, or natural area.

Memorial Program Specifications

- Potential locations include manicured parks and other areas maintained by City of Lebanon.
- The tree may sit in the nursery for a significant period of time before it is planted due to seasonal planning requirements.
- The City of Lebanon is not responsible for replacing the tree if the tree fails for any reason.
- If a memorial is damaged, the donor will be contacted and offered an opportunity to fund the repair or replacement of the item.
- Due to the high volume of requests memorial plaques will be retired after a 10-year period. Rededication of an existing memorial will be offered as an option prior to the removal of the plaque.
- Donated trees must be on the approved tree list and be a 2" caliper or larger.
- Desired locations can be provided to us, but we cannot make any promises.

Applicant Information

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Type of Memorial Requested: _____

Desired Location: _____

Plaque Inscription: _____

Signature: _____

Date: _____



Staking Specifications



Memorial Plaque



Deep root watering tube



Memorial Tree

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Memorials Program

The City of Lebanon is currently accepting new applications for the memorial program.

UNPUBLISHED

Dedicating a memorial in the honor of a loved one or a civic group on a public park feature is a meaningful way to acknowledge and support the significant role of the Lebanon parks system in our community. Your donation will contribute to the maintenance of the Lebanon parks system while celebrating a special person or civic group at the same time.

Lebanon community members have the opportunity to memorialize and honor the memory of a loved one through this program. Applicants can choose a new tree, bench, or add an embedded plaque to an existing bench at a Lebanon park, trail, or natural area.

APPLICATION INFORMATION AND PROCESS

1. Choose Memorial Dedication Type

Applicants have the option to choose from the below options, costs are estimates only and will be reviewed periodically. Prices include an engraved metal plaque, shipping, assembly, refurbishment of the amenity and installation. A portion of your donation will be used for parks maintenance:

New memorial tree: Cost varies depending on tree type. ([click here for the list of approved memorial trees](#)).

Plaque on an existing bench: \$50.00 to install a plaque on an existing bench

New bench with plaque: \$3,000 to install a new bench with an embedded plaque on a concrete pad.

2.Selection Memorial Location

Maintenance staff is working on identifying available locations for new bench placements (new and existing benches) . Below is a list of approved locations for memorial trees.

Available Locations for Memorial Trees

Location:	Description:	Site Specific Trees:
Bob Smith Memorial Park	Next to Field 2 Outfield / 1st Baseline	Maple
Booth Park	Along road by playground	Maple, Dogwood, Crabapple
Christopher Columbus Park	Along 12th Ave	Maple
Had Irvine	Along Trail	Any
Mark Slough	Along Trail	Any
Pioneer Cemetery	Along Grove Street	Maple
Various Trails		
Wynn Mill	Along canal	Maple, Dogwood, Crabapple, Cherry

3.Complete Application

After selecting your preferred type and location, please complete the Memorials Application with the requested information. Incomplete applications may result in delays. Click here to find the online fillable application. Contact the City of Lebanon with any questions or concerns.

4.Submit Application

Applications may be submitted by email to parksres@ci.lebanon.or.us, by mail, or

hand delivery to: City of Lebanon, Parks Department 925 Main Street., Lebanon, OR 97355.

5.Application Approval

Requests will be reviewed by the Public Works Director for approval.

6.Payment Requested

Upon application approval, the program coordinator will contact the applicant to pay the appropriate amount.

7.Production Process and Specifications

After payment is received, the program coordinator begins the production process through the vendor.

- A proof of the dedication is sent to the applicant before completion.
- Potential locations include manicured parks and other areas maintained by City of Lebanon
- The tree may sit in the nursery for a significant period of time before it is planted due to seasonal planning requirements.
- The City of Lebanon is not responsible for replacing the tree if the tree fails for any reason
- If a memorial is damaged, the donor will be contacted and offered an opportunity to fund the repair or replacement of the item
- Due to the high volume of requests, memorial plaques will be retired after a period of 10 years. Plaques will be retired after a 10-year period. Rededication of an existing memorial will be offered as an option prior to the removal of the plaque.
- Donated trees must be on the approved tree list and be a 2" caliper or larger.
- Desired locations can be provided to us, but we cannot make any promises

Additional Questions?

Email: parksres@ci.lebanon.or.us

Parks and Facilities

Overview

Park Sites

Porter Park Community Garden

Trail System

Contact Information

The Public Works Department - Parks and Facilities

Office Hours

Except Municipal Holidays

Phone Hours

Monday - Friday

7:00 am to 5:00 pm

Phone: (541) 258.4917

Edit Contact Details [View Full Contact Details](#)

City of Lebanon | 925 Main Street | Lebanon, OR 97355 | 541.258.4900

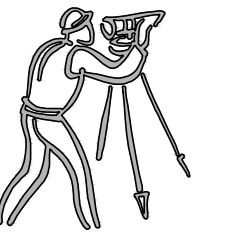
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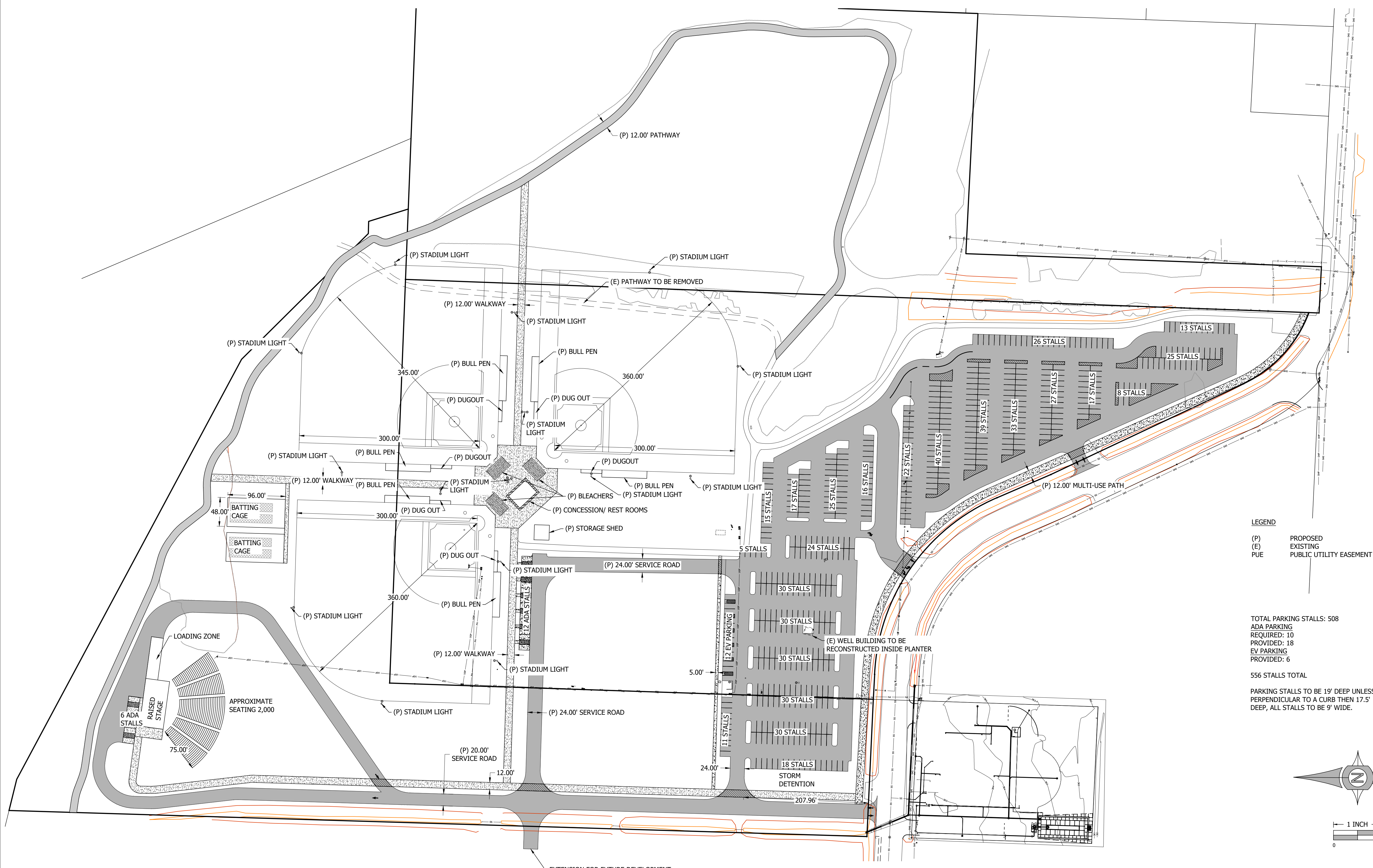


CLIENT:
CITY OF LEBANON
925 MAIN STREET
LEBANON, OREGON 97355

UDELL ENGINEERING
AND
LAND SURVEYING, LLC
63 EAST ASH ST.
LEBANON, OREGON 97355
(541) 451-5125 PH.
(541) 451-1366 FAX

PRELIMINARY SITE PLAN
CITY OF LEBANON
CHEADLE LAKE MASTER PLAN
LEBANON, OREGON

DATE: APRIL 10, 2023
PROJECT: 22-287 CHEADLE LAKE WATERLINE
DRAWN BY: NDJ
CHECKED BY: RSV

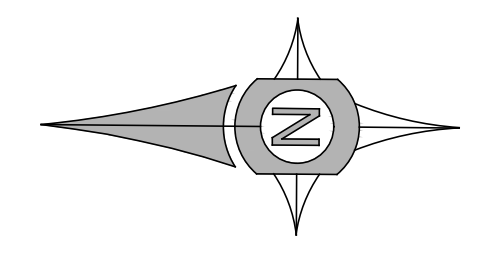


LEGEND
(P) PROPOSED
(E) EXISTING
PUE PUBLIC UTILITY EASEMENT

TOTAL PARKING STALLS: 508
ADA PARKING
REQUIRED: 10
PROVIDED: 18
EV PARKING
PROVIDED: 6

556 STALLS TOTAL

PARKING STALLS TO BE 19' DEEP UNLESS PERPENDICULAR TO A CURB THEN 17.5' DEEP, ALL STALLS TO BE 9' WIDE.



1 INCH
0 80'

PLAN REVISIONS	DATE

Sheet **C1.2**
SCALE: SEE BARS SCALE