

W. 16. a. 4b

**AGENDA COVER MEMO**

**Date:** February 15, 2006

**TO:** Board of County Commissioners

**DEPARTMENT:** Public Works, Parks Division

**PRESENTED BY:** Todd Winter, Parks Division Manager

**AGENDA ITEM TITLE:** **IN THE MATTER OF AMENDING CHAPTER 18 OF THE LANE MANUAL TO REVISE PARK SCHEDULES AND FEES AND RELATED PROVISIONS TO DELEGATE AUTHORITY TO THE PUBLIC WORKS DIRECTOR TO ACCEPT CERTAIN DONATIONS, AND TO REPEAL SUNSET OF DISCOUNT PROVISIONS (LM 18.100, 18.110 THROUGH 18.145)**

**I. MOTION**

Move to adopt Board Order amending Chapter 18 of Lane Manual.

**II. ISSUE OR PROBLEM**

On December 14, 2005 the Board of County Commissioners approved amendment of Lane Manual Chapter 18 to revise fees for Camping Reservations and to add a new fee for Camping Reservation Changes. This motion brings forward the legal language changes in Lane Manual. The recent review of Lane Manual Chapter 18 by Parks staff noted numerous administrative errors that require correction, and those are included in this motion, too. Additionally, Parks operations have changed significantly since the last update of Lane Manual Chapter 18. Parks staff has included proposed changes to reflect current operational requirements in this update.

**III. DISCUSSION**

**A. Background**

Lane Manual Chapter 18 addresses parks operations and fees. Proposed updates to the current language are attached.

**B. Analysis**

A recent review of Chapter 18 by Parks staff noted numerous administrative errors that require correction, as well as minor changes needed to reflect current operational conditions.

**C. Alternatives and Options**

1. Approve the proposed Lane Manual changes as attached.
2. Do not approve the proposed Lane Manual changes as attached.
3. Approve the Lane Manual changes as attached with modifications.

**D. Recommendations**

Staff recommends option 1.  
New Lane Manual language for Chapter 18 is attached.

**E. Timing**

Parks staff will implement change once approved by the Board.

**IV. IMPLEMENTATION**

Parks staff will implement once approved by the Board.

**V. ATTACHMENTS**

Board Order  
Proposed Lane Manual Chapter 18 revision

## Chapter 18 - PARKS

### 18.005 Definitions.

For the purposes of LM 18.005 through LM 18.145, unless the context requires otherwise, the following words and phrases shall mean:

County Park. Any real property or rights in property heretofore or hereafter acquired by Lane County and designated by the Board as County Forest, Public Park or Recreational Area.

Dawn. One-half hour before sunrise as officially established by the National Weather Service in Eugene, Oregon.

Dusk. One-half hour after sunset as officially established by the National Weather Service in Eugene, Oregon.

Parks Manager. The manager of the Parks Division of the Department of Public Works. *(Revised by Order No. 99-5-5-17, Effective 5.5.99)*

### 18.100 Season and Hours of Operation.

The following schedule for the operation of County parks is established:

(1) DAY USE AREAS

Year Round Dawn - Dusk  
Exceptions: Armitage, Baker Bay, Hendricks  
Bridge, Orchard Point, Richardson, Perkins Peninsula:  
Winter Season (11/1 - 3/31) Limited Service

(2) MARINAS

Baker Bay, Orchard Point, Richardson:  
4/1 - 9/30 Open  
10/1 - 3/31 Closed

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(3) CAMPGROUNDS

Baker Bay:  
~~4/1 - 10/31~~ 4/15 - 10/15 Open  
~~11/1 - 3/31~~ 10/16 - 4/14 Closed  
Camp Lane:  
5/1 - 10/31 Open  
11/1 - 4/31 Closed  
Harbor Vista: Open Year Round  
Richardson:  
4/15 - 10/15 Open  
10/16 - 4/14 Closed

*(Revised by Order No. 99-5-5-17; Effective 5.5.99; 03-4-30-4, 5.7.03)*

### 18.105 Park Closure and Emergency Rules.

The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to close to public use any County park or portion thereof, or restrict the times when the same shall be open to such use, or limit or prohibit any recreational use, or establish emergency rules governing park use for up to thirty (30) days, whenever such action is necessary to protect the health or safety of the public or to prevent damage to the park or any of its facilities. *(Revised by Order No. 99-5-5-17; Effective 5.5.99)*

### 18.110 Fees.

(1) The following schedule of user fees is established:

(a) Admission Parking Fees

Daily, per vehicle:

Armitage Park .....\$ 3.00

| At right margin indicates changes  
**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE  
FORMAT**

18.110-18.005

Lane Manual

18.110-18.110

	Baker Bay Park .....	\$ 3.00
	Hendricks Bridge .....	\$ 3.00
	Howard Buford Recreation Area .....	\$ 2.00
	Orchard Point Park.....	\$ 3.00
	Richardson Park.....	\$ 3.00
	Perkins Peninsula Park.....	\$ 3.00
	Season pass, Howard Buford Recreation Area only, per vehicle .....	\$ 20.00
	Season pass, per vehicle.....	\$ 30.00
	Season pass, after September 1 .....	\$ 15.00
	<b>Season pass, Howard Buford Recreation Area after September 1 .....</b>	<b>\$ 10.00</b>
(b)	<u>Group Picnic Reservations</u>	
	Per Unit, Per Day:	
	Armitage, Baker Bay, Hendricks Bridge, Orchard Point, and Richardson Parks	
	Sites that accommodate <del>less than</del> <b>up to 50</b> people .....	\$ 50.00
	Sites that accommodate <del>50</del> <b>51 to 99</b> people.....	\$ 100.00
	Sites that accommodate <del>100</del> <b>101 to 150</b> people.....	\$ 150.00
	Sites that accommodate greater than 150 people .....	\$ 200.00
(c)	<u>Resident Camping (Camp Lane)</u>	
	Overnight Campers	
	Per Person, Per Day .....	\$ 7.00
	Minimum per Day.....	<del>\$335.00</del> <b>\$336.00</b>
	Day use visitors.....	\$ 4.00
(d)	<u>Campsite Rental</u>	
	Per Campsite, Per Day:	
	Baker Bay:	
	Tent Site .....	\$ 16.00
	Harbor Vista:	
	Electric & Water .....	\$ 20.00
	Richardson:	
	Electric & Water .....	\$ 20.00
	Additional vehicle in campsite.....	\$ 6.50
	Campsite Reservation Fee.....	\$ 10.00
	Campsite, Reservation Change Fee .....	\$ 6.00
	Group Camp Area, Rental Fee.....	\$ 50.00
	Group Camp Area, Reservation Fee .....	\$ 10.00
	Group Camp Area, Reservation Change Fee .....	\$ 6.00
	Use of dump station .....	\$ 3.00
	Firewood, per bundle .....	<del>\$3.50</del> <b>\$5.00</b>
(e)	<u>Special Use Facilities</u>	
	Park Rental, Per Day:	
	Howard Buford Recreation Area and Zumwalt Park:	
	Groups <b>equal to or less than 150</b> .....	\$ 150.00
	Groups greater than 150	
	Set by Parks Mgr/ <del>no less than</del> .....	\$ 150.00
		<b>minimum</b>
(f)	<u>Moorage</u>	
	Baker Bay Park (Seasonal only)	
	Single Berth (8' wide) .....	\$ 300.00
	Single Berth (10' wide) .....	\$ 370.00

On-shore Berth.....	\$ 100.00
Orchard Point Park	
Double Berth (7'6" wide)	
Seasonal.....	\$ 265.00
Monthly.....	\$ 68.00
Weekly.....	\$ 23.00
Daily.....	\$ 8.00
Double Berth (10' wide)	
Seasonal.....	\$ 355.00
Monthly.....	\$ 95.00
Weekly.....	\$ 33.00
Daily.....	\$ 11.00
Double Berth (12'6" wide)	
Seasonal.....	\$ 415.00
Monthly.....	\$ 113.00
Weekly.....	\$ 39.00
Daily.....	\$ 3.00
Single Berth (10' wide)	
Seasonal.....	\$ 415.00
Monthly.....	\$ 113.00
Weekly.....	\$ 39.00
Daily.....	\$ 13.00
Richardson Park	
Single Berth (8' wide)	
Seasonal.....	\$ 335.00
Monthly.....	\$ 89.00
Weekly.....	\$ 31.00
Daily.....	\$ 10.00
Single Berth (9' wide)	
Seasonal.....	\$ 335.00
Monthly.....	\$ 95.00
Weekly.....	\$ 33.00
Daily.....	\$ 11.00
Single Berth (10' wide)	
Seasonal.....	\$ 415.00
Monthly.....	\$ 113.00
Weekly.....	\$ 39.00
Daily.....	\$ 13.00
Use of Pump Out Station.....	\$ 2.00

(g) Special Use Permits

Administrative processing fee.....\$ 20.00

(2) The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to negotiate with groups and organizations the payment of user fees on a lump sum or flat rate basis in lieu of the established fee schedule as long as such payment provides revenue at least equal to that which would accrue through application of the fee schedule. The Parks Manager has authority to negotiate a lesser fee with non-profit youth service organizations in exchange for services within the park system. *(Revised by Order No. 00-2-9-4; Effective 2.9.00; 03-4-30-4, 5.7.03; 05-12-14-11, 12.14.05)*

**18.115 Admissions-Parking Fees.**

(1) ~~Admission-Parking~~ fees shall be charged from May 1 through September 30 as follows:

Armitage, Baker Bay, Hendricks Bridge, Howard Buford Recreation Area,  
Orchard Point, Richardson and Perkins Peninsula:

Daily, except for July 4<sup>th</sup> ~~Special Hours, below~~ **between 9a.m. - 7  
p.m.**

~~Orchard Point, Richardson and Perkins Peninsula:~~

~~July 4th Special Hours 8 a.m. - 8 p.m.~~

(2) A ~~parking~~ **admission** fee shall be paid for all vehicles, including motor-  
cycles and motorbikes, entering a fee park during the hours of fee collection except as  
follows:

(a) Vehicles belonging to the Corps of Engineers or Lane County, its  
agents and concessionaires (including their personal guests),

(b) Vehicles belonging to an agency providing public transportation  
service to a park,

(c) Vehicles exhibiting a weekly or monthly moorage rental receipt,

(d) Vehicles exhibiting a valid Lane County campsite rental receipt,

(e) Vehicles exhibiting a season or group event **parking permit** ~~pass~~.

(3) The following ~~admission passes~~ **parking permits** will be issued:

(a) Season Pass - Allows admission to all County fee parks. Pass must  
be affixed to vehicle **windshield or clearly displayed on dashboard. Howard Buford  
Recreation Area Season Pass is valid only at Howard Buford Recreation Area.**

(b) Group Event ~~Pass~~ **Parking** - Organizations holding group picnics or  
other events may choose to pay ~~admission~~ **parking** for their members ~~on a lump sum  
basis. Passes~~ **Permits** will be issued ~~purchased in advance~~ by the organization and  
~~collected in lieu of a daily admission ticket distributed to the group.~~ Payment will be  
made ~~at the end in advance~~ of the event in accordance with the number of ~~passes~~  
~~collected~~ **permits purchased. All vehicles will be required to display a valid parking  
permit.**

(4) ~~Daily admission fees will be refunded if a vehicle exits a park within 15  
minutes of entering.~~ No refunds are given for season passes.

(5) Replacement ~~season~~ passes will only be issued upon written notification to  
the Parks Manager detailing the circumstances under which the pass was lost, destroyed,  
or stolen. The pass holder will certify that the replacement pass will not be transferred to  
another party and that the replacement pass will be returned to the Parks Division if the  
original pass is found.

(6) A discount of fifty percent (50%) will be credited to the person paying  
for a ~~daily vehicle admission fee or season pass~~ if they provide a valid Golden Age  
Passport issued by the federal government. The person paying ~~the vehicle admission fees~~  
**for the season pass** must present the Golden Age Passport to the park staff ~~or provide the  
number of the passport on the fee ticket at the time of purchase to receive the discount.~~

(7) One or more persons may perform pre-approved volunteer services for the  
Parks division and receive a seasonal vehicle pass. A minimum of 15 hours per vehicle  
pass shall be documented by the **Friends of Buford Park, and furnished to the Parks  
division to qualify for this pass.**

~~(8) If a person is issued an Oregon Uniform Citation for willful non-payment  
of vehicle parking fees, such person may submit the parking fee, together with a \$10.00  
late fee prior to the close of the park that day. Said payment will cause the Parks division  
to take steps to prevent the prosecution of the violation. A person will be eligible to pay  
a late fee only once each year, after which parking fee violations will be prosecuted.~~

~~(9) The provisions of LC 18.115(6) and 18.115(7) above shall automatically  
sunset after April 30, 2004. (Revised by Order No. 00-2-9-4; Effective 2.9.00; 03-4-30-4, 5.7.03)~~

### 18.120 Group Picnic Areas.

(1) Group picnic areas may be reserved for use during the period of May 1 through September 30. Reservations are on a first come, first served basis and may be made ~~any time after~~ **beginning** the second Monday in January of the year in which the park will be used. Groups with reservations have priority over others for use of the group picnic shelter, BBQs and picnic tables; other areas of the park are available to all on a first come, first served basis.

(2) Reservation cancellations should be made as early as possible to enable use of the picnic area by others. Reservation cancellations may be made at least 30 days or more before a scheduled event without penalty. If a reservation is canceled within 30 days of a scheduled event, the reservation fee will be retained. ~~Forfeiture of the reservation fee will be waived if the area is rented by another party.~~

(3) Refunds will not be given for rained-out events; however, the event may be rescheduled for another day during the same season without payment of an additional reservation fee. *(Revised by Order No. 00-2-9-4; Effective 2.9.00)*

### 18.125 Moorage.

#### (1) Reservations:

(a) Orchard Point, Richardson, and Baker Bay Marinas - Reservations are taken for the season (approximately April 1 - October 1, depending on reservoir level)

#### (b) Existing Seasonal Moorage Holders:

(i) Renewal Period - Reservations for the same slip must be received prior to March 1.

(ii) Exchange Period - Former moorage slip may be exchanged for any slip of the same size remaining in the same marina after renewals are completed. Requests for exchanges must be received prior to March 10.

#### (c) New Seasonal Moorage Applicants:

(i) Waiting List - All slips which become vacant during the season or are remaining after the renewal and exchange periods will be allocated according to size in priority date sequence to persons on the waiting list. Applicants will only be added to the list after supplying a copy of their State Marine Board registration. Waiting list priority dates are not transferable with the sale of a boat.

(2) Due to the demand for moorage slips, Lane County reserves the right to assign slips and to utilize vacant slips to maximize use of its marinas. Seasonal moorage holders are required to moor their boat of record in their assigned slip at least 75 days between April 1 and October 1. Seasonal moorage holders who do not utilize their slip for the required number of days will forfeit their right to a slip for the next season.

(3) Moorage slips may not be sub-let, nor are they transferable with the sale of a boat. If the marina manager determines a moorage holder has sublet their slip, the moorage contract will be terminated, the moorage holder will forfeit the rental fee, and the slip must be vacated. Persons purchasing a boat currently moored in a County marina may, with the moorage holder's permission continue to moor the boat for the remainder of the season. The new owner must use the waiting list process to obtain a slip for the following season. Moorage holders who have purchased a new boat requiring a different size slip, may request a different slip through the waiting list process.

#### (4) Size Limitations:

(a) Orchard Point - Vessels longer than 30 feet and/or 12 feet in width cannot be accommodated.

(b) Richardson - Vessels longer than 29 feet and/or 10 feet in width cannot be accommodated.

(c) ~~Lowell~~ **Baker Bay** - Vessels longer than 29 feet and/or 10 feet in width cannot be accommodated.

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(5) All marina moorage applicants shall provide a copy of their State Marine Board registration if requested by the Marina Manager.

(6) Each seasonal moorage holder at Orchard Point and Richardson marinas will be issued one season admission pass and one gate key. ~~Persons renting a moorage slip on a weekly or monthly basis will be granted free admission by presenting a copy of their rental agreement to the admissions fee collector.~~ Additional passes may be purchased from the ~~fee collector~~ **Parks Division Office**. Additional or replacement keys may be purchased from the Marina Manager.

(7) Refunds for cancellation of a seasonal moorage will be prorated at the monthly rate with charges assessed as of April 1. Persons canceling a seasonal moorage do not have renewal or exchange rights for the following season. Season ~~admission pass~~ and keys are to be returned to the Marina Manager upon application for refund. No refunds are given for season passes or purchased keys. Monthly moorages will be prorated at the weekly rate and weekly moorages will be prorated at the daily rate. *(Revised by Order No. 00-2-9-4; Effective 2.9.00)*

### **18.130 Campgrounds.**

(1) Reservations for regular, non-group campsites will be taken on a first come, first served basis beginning the second Monday in January for campgrounds operated on a seasonal basis. Campgrounds which are open on a year round basis will receive reservations throughout the entire year. Reservation requests must be received at least 14 days in advance of the requested date of use. A reservation fee must be paid in addition to one night's campsite rental fee. The reservation fee is non-refundable. Requests to cancel a reservation must be made at least 14 days or more before the date of use or the campsite rental fee will also be retained by the County. In cases of emergency, the Parks Manager has authority to ~~issue a voucher for a night's stay at a County campground. The voucher must be used within one year of issuance.~~ **grant a free night's stay at a County campground.**

(2) Group campsites may be reserved on a first come, first served basis ~~any time after beginning~~ the second Monday in January of the year in which the campsite will be used. A reservation fee must be paid in addition to the campsite rental fee. This fee is not refunded in case of a cancellation. Reservation cancellations may be made at least ~~30~~14 days or more before the date of use without penalty. If a reservation is canceled within ~~30~~14 days of the date of use, the campsite rental fee will be retained. ~~Forfeiture of the rental fee will be waived if the area is rented by another party.~~

(3) ~~Lane County campgrounds are designed for self registration.~~ Campers should visit the **Campground Office** and complete registration within one-half hour of arrival.

(4) Regular, non-group campsites may be occupied by a maximum of two vehicles or one vehicle and trailer. *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*

### **18.135 Resident Camping (Camp Lane).**

(1) Camp Lane is available from May 1 through October 31 by reservation only to organizations and groups. Reservations for commercial purposes are not accepted. If weather conditions permit and it is financially feasible, the Parks Manager has authority to extend the camping season. **Reservations for the next season may be made beginning October 1<sup>st</sup> for groups with current year reservations. After October 15<sup>th</sup> reservations may be made by any group for the following season.**

(2) The number of persons on the premises at any one time shall be limited to ~~10~~150. Violation may result in the closure of the camp until the situation is remedied and/or may result in immediate termination of the renter's use of the premises.

(3) The daily fee applies to all persons over two years of age. Check in time is 2:00 p.m. and check out time is 12:00 p.m. The per person fee will be charged for each



person who stays overnight at the camp. ~~The group will be charged \$3.00 for a~~Any day use visitor that stays at the camp more than one hour **will be charged the day use visitor fee**. Any group which remains at the camp after the check out time will be charged another full day rental based upon the previous day's attendance figure. On a daily basis, the renter is required to fill out an attendance sheet supplied by the Camp Manager and report the total number of overnight campers and day use visitors to the Camp Manager. The Camp Manager retains the right to establish the daily head count.

(4) A ~~\$250~~**\$336** deposit is required to confirm a reservation. The deposit will be applied to charges incurred by renter including rental charge, breakage or loss of equipment, repairs required because of damages caused by renter, and clean-up costs due to inadequate clean-up by renter.

(5) Renter will provide certification of insurance as required by the Lane County Risk Manager.

(6) Reservation cancellations should be made as early as possible to enable use of the camp by others. Reservation cancellations may be made at least 60 days or more before the scheduled event without penalty. However, the County will retain \$50 of the deposit to cover administrative costs associated with making the reservation. If a reservation is canceled within 60 days of a scheduled event, 100% of the deposit will be retained. Forfeiture of the deposit will be waived, less \$50, if the area is rented by another party. In cases of emergency, the Parks Manager has authority to return 100% of the deposit.

(7) Special Rules:

(a) Renter shall prevent the possession and use of alcoholic beverages and illegal drugs in camp during the period of occupancy.

(b) Open fires are allowed only in the fire pits, except during periods of high fire danger when they are completely prohibited. Candles, fuel lamps and other flames shall not be permitted in the sleeping quarters.

(c) Smoking shall not be permitted in the sleeping quarters.

(d) Temporary outlets, lights and extension cords are not allowed.

(e) Dogs (except seeing eye dogs) and pets are not allowed at camp.

(f) Camp notices and signs are allowed only on surfaces that will not be damaged by the use of tape. All other fasteners are prohibited.

(g) Campers may not climb any trees.

(h) Unless an exception is granted by the Camp Manager, games will be held only in the sand area, **basketball court and soccer field**. Tents may not be set up on lawns, nor may campers sleep on lawns.

(8) The Camp Manager is the official representative of Lane County and has authority to inspect facilities at all times, to interpret regulations, to judge the acceptability of sanitation and clean-up, and to determine the manner in which charges shall be assessed. *(Revised by Order No. 96-2-14-4; Effective 2.14.96; 03-4-30-4, 5.7.03)*

#### 18.140 Special Use Permits.

(1) The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to provide specific written authorization for the following special uses:

(a) Activities which are permitted as exceptions to prohibited uses of County Parks when Lane Code expressly provides for such exceptions pursuant to specific written authorization.

(b) Activities which involve exclusive use of a park area not normally available for reservation or rental.

(c) Races, aquatic events, day camps and activities which may be hazardous to participants or spectators.

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(d) Activities involving the use of personal equipment, including, but not limited to, ~~BBQs,~~ **folding tables and chairs, booths, tents, and dunk tanks.**

(2) Special Use Permits issued under this section may impose reasonable restrictions including the following:

(a) Limits on the time, place and manner of the special use activity.

(b) Requirement to post a deposit or other security to ensure proper clean up and repair of damages.

(c) Requirement to provide certification of insurance in amounts approved by the Lane County Risk Manager.

(d) Requirement to agree to hold harmless Lane County, its Commissioners, agents, officers and employees from liability arising from the special use activity.

(e) Requirement to obtain permits required by other agencies.

(f) Requirement to agree to repair, or reimburse Lane County for the cost of such repair, of any damages caused by the special use. *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*

#### **18.145 Gifts and Donations.**

The authority to accept any gift or donation over \$2,000 for park purposes shall remain with the Board. **The Public Works Director is delegated the authority to accept gifts or donations for park purposes under \$2,000.** *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 18 OF THE LANE MANUAL TO REVISE PARK SCHEDULES AND FEES AND RELATED PROVISIONS, TO DELEGATE AUTHORITY TO THE PUBLIC WORKS DIRECTOR TO ACCEPT CERTAIN DONATIONS, AND TO REPEAL SUNSET OF DISCOUNT PROVISIONS (LM 18.100, 18.110 through 18.145)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 18 is hereby amended by deleting, substituting, and adding the following section:

**DELETE THIS SECTION**

18.100  
as located on page 18-1  
(a total of 1 page)

18.110 through 18.145  
as located on pages 18-1 through 18-8  
(a total of 8 pages)

**INSERT THIS SECTION**

18.100  
as located on page 18-1  
(a total of 1 page)

18.110 through 18.145  
as located on pages 18-1 through 18-8  
(a total of 8 pages)

Said sections are attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to revise park schedules and fees and related provision, to delegate authority to the Public Works Director to accept certain donations, and to repeal sunset of discount provisions (LM 18.100, LM 18.110 through 18.145).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 2-15-06 Lane County

\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

## Chapter 18 - PARKS

### 18.005 Definitions.

For the purposes of LM 18.005 through LM 18.145, unless the context requires otherwise, the following words and phrases shall mean:

County Park. Any real property or rights in property heretofore or hereafter acquired by Lane County and designated by the Board as County Forest, Public Park or Recreational Area.

Dawn. One-half hour before sunrise as officially established by the National Weather Service in Eugene, Oregon.

Dusk. One-half hour after sunset as officially established by the National Weather Service in Eugene, Oregon.

Parks Manager. The manager of the Parks Division of the Department of Public Works. *(Revised by Order No. 99-5-5-17, Effective 5.5.99)*

### 18.100 Season and Hours of Operation.

The following schedule for the operation of County parks is established:

(1) DAY USE AREAS

Year Round	Dawn - Dusk
Exceptions: Armitage, Baker Bay, Hendricks Bridge, Orchard Point, Richardson, Perkins Peninsula:	
Winter Season (11/1 - 3/31)	Limited Service

(2) MARINAS

Baker Bay, Orchard Point, Richardson:	
4/1 - 9/30	Open
10/1 - 3/31	Closed

(3) CAMPGROUNDS

Baker Bay:	
4/15 - 10/15	Open
10/16 - 4/14	Closed
Camp Lane:	
5/1 - 10/31	Open
11/1 - 4/31	Closed
Harbor Vista:	Open Year Round
Richardson:	
4/15 - 10/15	Open
10/16 - 4/14	Closed

*(Revised by Order No. 99-5-5-17; Effective 5.5.99; 03-4-30-4, 5.7.03)*

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The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to close to public use any County park or portion thereof, or restrict the times when the same shall be open to such use, or limit or prohibit any recreational use, or establish emergency rules governing park use for up to thirty (30) days, whenever such action is necessary to protect the health or safety of the public or to prevent damage to the park or any of its facilities. *(Revised by Order No. 99-5-5-17; Effective 5.5.99)*

### 18.110 Fees.

(1) The following schedule of user fees is established:

(a) Parking Fees

Daily, per vehicle:

	Armitage Park .....	\$ 3.00
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	Orchard Point Park.....	\$ 3.00
	Richardson Park.....	\$ 3.00
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	Season pass, Howard Buford Recreation Area only, per vehicle .....	\$ 20.00
	Season pass, per vehicle.....	\$ 30.00
	Season pass, after September 1 .....	\$ 15.00
	Season pass, Howard Buford Recreation Area after September 1 .....	\$ 10.00
(b)	<u>Group Picnic Reservations</u>	
	Per Unit, Per Day:	
	Armitage, Baker Bay, Hendricks Bridge, Orchard Point, and Richardson Parks	
	Sites that accommodate up to 50 people .....	\$ 50.00
	Sites that accommodate 51 to 100 people .....	\$ 100.00
	Sites that accommodate 101 to 150 people .....	\$ 150.00
	Sites that accommodate greater than 150 people .....	\$ 200.00
(c)	<u>Resident Camping (Camp Lane)</u>	
	Overnight Campers	
	Per Person, Per Day .....	\$ 7.00
	Minimum per Day.....	\$ 336.00
	Day use visitors.....	\$ 4.00
(d)	<u>Campsite Rental</u>	
	Per Campsite, Per Day:	
	Baker Bay:	
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	Harbor Vista:	
	Electric & Water .....	\$ 20.00
	Richardson:	
	Electric & Water .....	\$ 20.00
	Additional vehicle in campsite.....	\$ 6.50
	Campsite Reservation Fee.....	\$ 10.00
	Campsite, Reservation Change Fee .....	\$ 6.00
	Group Camp Area, Rental Fee.....	\$ 50.00
	Group Camp Area, Reservation Fee .....	\$ 10.00
	Group Camp Area, Reservation Change Fee .....	\$ 6.00
	Use of dump station .....	\$ 3.00
	Firewood, per bundle .....	\$ 5.00
(e)	<u>Special Use Facilities</u>	
	Park Rental, Per Day:	
	Howard Buford Recreation Area and Zumwalt Park:	
	Groups equal to or less than 150 .....	\$ 150.00
	Groups greater than 150	
	Set by Parks Mgr.....	\$ 150.00
		minimum
(f)	<u>Moorage</u>	

<b>Baker Bay Park (Seasonal only)</b>	
Single Berth (8' wide) .....	\$ 300.00
Single Berth (10' wide) .....	\$ 370.00
On-shore Berth.....	\$ 100.00
<b>Orchard Point Park</b>	
<b>Double Berth (7'6" wide)</b>	
Seasonal.....	\$ 265.00
Monthly .....	\$ 68.00
Weekly .....	\$ 23.00
Daily .....	\$ 8.00
<b>Double Berth (10' wide)</b>	
Seasonal.....	\$ 355.00
Monthly.....	\$ 95.00
Weekly .....	\$ 33.00
Daily .....	\$ 11.00
<b>Double Berth (12'6" wide)</b>	
Seasonal.....	\$ 415.00
Monthly.....	\$ 113.00
Weekly .....	\$ 39.00
Daily .....	\$ 3.00
<b>Single Berth (10' wide)</b>	
Seasonal.....	\$ 415.00
Monthly.....	\$ 113.00
Weekly .....	\$ 39.00
Daily .....	\$ 13.00
<b>Richardson Park</b>	
<b>Single Berth (8' wide)</b>	
Seasonal.....	\$ 335.00
Monthly .....	\$ 89.00
Weekly .....	\$ 31.00
Daily .....	\$ 10.00
<b>Single Berth (9' wide)</b>	
Seasonal.....	\$ 335.00
Monthly .....	\$ 95.00
Weekly .....	\$ 33.00
Daily .....	\$ 11.00
<b>Single Berth (10' wide)</b>	
Seasonal.....	\$ 415.00
Monthly .....	\$ 113.00
Weekly .....	\$ 39.00
Daily .....	\$ 13.00
Use of Pump Out Station .....	\$ 2.00

(g) Special Use Permits

Administrative processing fee.....\$ 20.00

(2) The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to negotiate with groups and organizations the payment of user fees on a lump sum or flat rate basis in lieu of the established fee schedule as long as such payment provides revenue at least equal to that which would accrue through application of the fee schedule. The Parks Manager has authority to negotiate a lesser fee with non-profit youth service organizations in exchange for services within the park system. *(Revised by Order No. 00-2-9-4; Effective 2.9.00; 03-4-30-4, 5.7.03; 05-12-14-11, 12.14.05)*

**18.115 Parking Fees.**

(1) Parking fees shall be charged from May 1 through September 30 as follows:

Armitage, Baker Bay, Hendricks Bridge, Howard Buford Recreation Area, Orchard Point, Richardson and Perkins Peninsula:

Daily, between 9a.m. - 7 p.m.

(2) A parking fee shall be paid for all vehicles, including motorcycles and motorbikes, entering a fee park during the hours of fee collection except as follows:

(a) Vehicles belonging to the Corps of Engineers or Lane County, its agents and concessionaires (including their personal guests),

(b) Vehicles belonging to an agency providing public transportation service to a park,

(c) Vehicles exhibiting a weekly or monthly moorage rental receipt,

(d) Vehicles exhibiting a valid Lane County campsite rental receipt,

(e) Vehicles exhibiting a season or group event parking permit.

(3) The following parking permits will be issued:

(a) Season Pass - Allows admission to all County fee parks. Pass must be affixed to vehicle windshield or clearly displayed on dashboard. Howard Buford Recreation Area Season Pass is valid only at Howard Buford Recreation Area.

(b) Group Event Parking - Organizations holding group picnics or other events may choose to pay parking for their members. Permits will be purchased in advance by the organization and distributed to the group. Payment will be made in advance of the event in accordance with the number of permits purchased. All vehicles will be required to display a valid parking permit.

(4) No refunds are given for season passes.

(5) Replacement season passes will only be issued upon written notification to the Parks Manager detailing the circumstances under which the pass was lost, destroyed, or stolen. The pass holder will certify that the replacement pass will not be transferred to another party and that the replacement pass will be returned to the Parks Division if the original pass is found.

(6) A discount of fifty percent (50%) will be credited to the person paying for a season pass if they provide a valid Golden Age Passport issued by the federal government. The person paying for the season pass must present the Golden Age Passport to the park staff at the time of purchase to receive the discount.

(7) One or more persons may perform pre-approved volunteer services for the Parks division and receive a seasonal vehicle pass. A minimum of 15 hours per vehicle pass shall be documented by the Friends of Buford Park, and furnished to the Parks division to qualify for this pass. *(Revised by Order No. 00-2-9-4; Effective 2.9.00; 03-4-30-4, 5.7.03)*

**18.120 Group Picnic Areas.**

(1) Group picnic areas may be reserved for use during the period of May 1 through September 30. Reservations are on a first come, first served basis and may be made beginning the second Monday in January of the year in which the park will be used. Groups with reservations have priority over others for use of the group picnic shelter, BBQs and picnic tables; other areas of the park are available to all on a first come, first served basis.

(2) Reservation cancellations should be made as early as possible to enable use of the picnic area by others. Reservation cancellations may be made at least 30 days or more before a scheduled event without penalty. If a reservation is canceled within 30 days of a scheduled event, the reservation fee will be retained.

(3) Refunds will not be given for rained-out events; however, the event may be rescheduled for another day during the same season without payment of an additional reservation fee. *(Revised by Order No. 00-2-9-4; Effective 2.9.00)*

### **18.125 Moorage.**

(1) Reservations:

(a) Orchard Point, Richardson, and Baker Bay Marinas - Reservations are taken for the season (approximately April 1 - October 1, depending on reservoir level)

(b) Existing Seasonal Moorage Holders:

(i) Renewal Period - Reservations for the same slip must be received prior to March 1.

(ii) Exchange Period - Former moorage slip may be exchanged for any slip of the same size remaining in the same marina after renewals are completed. Requests for exchanges must be received prior to March 10.

(c) New Seasonal Moorage Applicants:

(i) Waiting List - All slips which become vacant during the season or are remaining after the renewal and exchange periods will be allocated according to size in priority date sequence to persons on the waiting list. Applicants will only be added to the list after supplying a copy of their State Marine Board registration. Waiting list priority dates are not transferable with the sale of a boat.

(2) Due to the demand for moorage slips, Lane County reserves the right to assign slips and to utilize vacant slips to maximize use of its marinas. Seasonal moorage holders are required to moor their boat of record in their assigned slip at least 75 days between April 1 and October 1. Seasonal moorage holders who do not utilize their slip for the required number of days will forfeit their right to a slip for the next season.

(3) Moorage slips may not be sub-let, nor are they transferable with the sale of a boat. If the marina manager determines a moorage holder has sublet their slip, the moorage contract will be terminated, the moorage holder will forfeit the rental fee, and the slip must be vacated. Persons purchasing a boat currently moored in a County marina may, with the moorage holder's permission continue to moor the boat for the remainder of the season. The new owner must use the waiting list process to obtain a slip for the following season. Moorage holders who have purchased a new boat requiring a different size slip, may request a different slip through the waiting list process.

(4) Size Limitations:

(a) Orchard Point - Vessels longer than 30 feet and/or 12 feet in width cannot be accommodated.

(b) Richardson - Vessels longer than 29 feet and/or 10 feet in width cannot be accommodated.

(c) Baker Bay - Vessels longer than 29 feet and/or 10 feet in width cannot be accommodated.

(5) All marina moorage applicants shall provide a copy of their State Marine Board registration if requested by the Marina Manager.

(6) Each seasonal moorage holder at Orchard Point and Richardson marinas will be issued one season admission pass and one gate key. Additional passes may be purchased from the Parks Division Office. Additional or replacement keys may be purchased from the Marina Manager.

(7) Refunds for cancellation of a seasonal moorage will be prorated at the monthly rate with charges assessed as of April 1. Persons canceling a seasonal moorage do not have renewal or exchange rights for the following season. Season pass and keys are to be returned to the Marina Manager upon application for refund. No refunds are given for season passes or purchased keys. Monthly moorages will be prorated at the



weekly rate and weekly moorages will be prorated at the daily rate. *(Revised by Order No. 00-2-9-4; Effective 2.9.00)*

### **18.130 Campgrounds.**

(1) Reservations for regular, non-group campsites will be taken on a first come, first served basis beginning the second Monday in January for campgrounds operated on a seasonal basis. Campgrounds which are open on a year round basis will receive reservations throughout the entire year. Reservation requests must be received at least 14 days in advance of the requested date of use. A reservation fee must be paid in addition to one night's campsite rental fee. The reservation fee is non-refundable. Requests to cancel a reservation must be made at least 14 days or more before the date of use or the campsite rental fee will also be retained by the County. In cases of emergency, the Parks Manager has authority to grant a free night's stay at a County campground.

(2) Group campsites may be reserved on a first come, first served basis beginning the second Monday in January of the year in which the campsite will be used. A reservation fee must be paid in addition to the campsite rental fee. This fee is not refunded in case of a cancellation. Reservation cancellations may be made at least 14 days or more before the date of use without penalty. If a reservation is canceled within 14 days of the date of use, the campsite rental fee will be retained.

(3) Campers should visit the Campground Office and complete registration within one-half hour of arrival.

(4) Regular, non-group campsites may be occupied by a maximum of two vehicles or one vehicle and trailer. *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*

### **18.135 Resident Camping (Camp Lane).**

(1) Camp Lane is available from May 1 through October 31 by reservation only to organizations and groups. Reservations for commercial purposes are not accepted. If weather conditions permit and it is financially feasible, the Parks Manager has authority to extend the camping season. Reservations for the next season may be made beginning October 1<sup>st</sup> for groups with current year reservations. After October 15<sup>th</sup> reservations may be made by any group for the following season.

(2) The number of persons on the premises at any one time shall be limited to 150. Violation may result in the closure of the camp until the situation is remedied and/or may result in immediate termination of the renter's use of the premises.

(3) The daily fee applies to all persons over two years of age. Check in time is 2:00 p.m. and check out time is 12:00 p.m. The per person fee will be charged for each person who stays overnight at the camp. Any day use visitor that stays at the camp more than one hour will be charged the day use visitor fee. Any group which remains at the camp after the check out time will be charged another full day rental based upon the previous day's attendance figure. On a daily basis, the renter is required to fill out an attendance sheet supplied by the Camp Manager and report the total number of overnight campers and day use visitors to the Camp Manager. The Camp Manager retains the right to establish the daily head count.

(4) A \$336 deposit is required to confirm a reservation. The deposit will be applied to charges incurred by renter including rental charge, breakage or loss of equipment, repairs required because of damages caused by renter, and clean-up costs due to inadequate clean-up by renter.

(5) Renter will provide certification of insurance as required by the Lane County Risk Manager.

(6) Reservation cancellations should be made as early as possible to enable use of the camp by others. Reservation cancellations may be made at least 60 days or more

before the scheduled event without penalty. However, the County will retain \$50 of the deposit to cover administrative costs associated with making the reservation. If a reservation is canceled within 60 days of a scheduled event, 100% of the deposit will be retained. Forfeiture of the deposit will be waived, less \$50, if the area is rented by another party. In cases of emergency, the Parks Manager has authority to return 100% of the deposit.

(7) Special Rules:

- (a) Renter shall prevent the possession and use of alcoholic beverages and illegal drugs in camp during the period of occupancy.
- (b) Open fires are allowed only in the fire pits, except during periods of high fire danger when they are completely prohibited. Candles, fuel lamps and other flames shall not be permitted in the sleeping quarters.
- (c) Smoking shall not be permitted in the sleeping quarters.
- (d) Temporary outlets, lights and extension cords are not allowed.
- (e) Dogs (except seeing eye dogs) and pets are not allowed at camp.
- (f) Camp notices and signs are allowed only on surfaces that will not be damaged by the use of tape. All other fasteners are prohibited.
- (g) Campers may not climb any trees.
- (h) Unless an exception is granted by the Camp Manager, games will be held only in the sand area, basketball court and soccer field. Tents may not be set up on lawns, nor may campers sleep on lawns.

(8) The Camp Manager is the official representative of Lane County and has authority to inspect facilities at all times, to interpret regulations, to judge the acceptability of sanitation and clean-up, and to determine the manner in which charges shall be assessed. *(Revised by Order No. 96-2-14-4; Effective 2.14.96; 03-4-30-4, 5.7.03)*

#### 18.140 Special Use Permits.

(1) The Board delegates to the Parks Manager the authority as the Board's duly-authorized agent to provide specific written authorization for the following special uses:

- (a) Activities which are permitted as exceptions to prohibited uses of County Parks when Lane Code expressly provides for such exceptions pursuant to specific written authorization.
- (b) Activities which involve exclusive use of a park area not normally available for reservation or rental.
- (c) Races, aquatic events, day camps and activities which may be hazardous to participants or spectators.
- (d) Activities involving the use of personal equipment, including, but not limited to, folding tables and chairs, booths, tents, and dunk tanks.

(2) Special Use Permits issued under this section may impose reasonable restrictions including the following:

- (a) Limits on the time, place and manner of the special use activity.
- (b) Requirement to post a deposit or other security to ensure proper clean up and repair of damages.
- (c) Requirement to provide certification of insurance in amounts approved by the Lane County Risk Manager.
- (d) Requirement to agree to hold harmless Lane County, its Commissioners, agents, officers and employees from liability arising from the special use activity.
- (e) Requirement to obtain permits required by other agencies.

(f) Requirement to agree to repair, or reimburse Lane County for the cost of such repair, of any damages caused by the special use. *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*

**18.145 Gifts and Donations.**

The authority to accept any gift or donation over \$2,000 for park purposes shall remain with the Board. The Public Works Director is delegated the authority to accept gifts or donations for park purposes under \$2,000. *(Revised by Order No. 96-2-14-4; Effective 2.14.96)*