



# AGENDA

## PARK | TREE COMMITTEE

91136 N Willamette Street

541-682-7852 | [coburgoregon.org](http://coburgoregon.org)

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Tuesday, June 17, 2025 at 6:00 PM

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### CALL TO ORDER

### ROLL CALL

### AGENDA REVIEW

### MINUTES APPROVAL

- [1.](#) May 20, 2025, Park | Tree Committee Minutes

### COMMITTEE BUSINESS

- [2.](#) Work Party Update and Schedule
- [3.](#) Park Projects Updates
- [4.](#) Regulations of Bikes | E-bikes | E-Scooters within Park Lands
- [5.](#) Pavillion Park Renaming and Signage Design & Placement

### CITY UPDATES

- [6.](#) City Administration Monthly Report June 2025

### FUTURE MEETINGS

### ADJOURNMENT

*Coburg City Hall is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact City Hall at 541-682-7850.*



**MINUTES**

**Parks Tree Citizen Advisory Committee**

May 20, 2025 at 6:00 P.M.  
Coburg City Hall  
91136 N Willamette Street

**MEMBERS PRESENT:** Chair, Tom Beatty; Vice Chair, Michelle Shattuck; Coleen Marshall, Karen Coury, Joe Morneau

**MEMBERS ABSENT:** Mary Mosier, Lonna Meston

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Claire Smith, Council Liaison

**TRANSCRIBED BY:** Administrative Assistant; Madison Balcom

**CALL TO ORDER**

Chair, Tom Beatty called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

**ROLL CALL**

City Administrator, Adam Hanks called roll. A quorum was pre-established.

**AGENDA REVIEW**

There were no changes made to the agenda.

**COMMITTEE BUSINESS**

**1. Hazards and Issues with Parks**

Mr. Hanks went over the few things that public works have been working on in the parks, including rehabbing multiple benches, cleaning, garbage's, restroom locking mechanisms, tree maintenance, mowing, and more.

Ms. Marshall brought up someone using a motorized bike on the Booth Kelly trail and around town, creating tracks in the trails and grass. Mr. Hanks said that they are looking at it from multiple standpoints, including safety and maintenance. There are some regulations that can be set in place, but Hanks recommended looking at it more at the next meeting as its own agenda item. Ms. Shattuck also mentioned some spots in Pavilion Park that need weeded.

## 2. Work Party Update

Mr. Beatty said they worked at the entry way and around the new plantings in Pavilion Park. They also weeded in the rose garden. Mr. Hanks mentioned many spots that Public Works has been weeding and that they are working on coordinating signage for some areas.

Mr. Beatty mentioned some dead trees in Pavilion and Johnny Diamond, that Hanks said they are looking into and taking care of. Mr. Morneau mentioned that some trees in Norma Pfeiffer Park need trimming. Ms. Smith also asked if they could rake in some pre-emergent into those tree wells to help with some of the weed growth.

They scheduled the next work party for June 16<sup>th</sup> at 8am at Jacob Spores Park.

## 3. Park Project Updates

Mr. Hanks said that the city is working with Coburg Main Street to put together a ribbon cutting ceremony for Pavilion Park on June 5<sup>th</sup>.

Hanks mentioned that the Pavilion Park sign has been agreed upon by the Shepard family to pay for and design a new sign, and to rename the park to "Laura's Park". That design and paperwork will come to the committee next month.

Hanks noted that the Coburg Loop Path project is getting ready for bid in June and probably ready for construction in July or August. The path should be completed around October.

Mr. Hanks also mentioned that CIS recently did a safety test for the playground equipment. There were two very minor notes but was a great assessment overall with no major issues.

## 4. Street Tree Sub Committee Report

Mr. Hanks said that the Friends of Trees list was approved to be the basis for Coburg's resolution for approved street trees, which he is working on putting together.

Mr. Beatty listed a variety of 5 different tree species that could be planted in the six spots along North Willamette Street. The committee recommended using one species for all four spots without powerlines, and another species for the two spots with powerlines.

## 5. FY26 Budget – Parks Program

Mr. Hanks updated them with the status of the budget process, which has been approved and will now go to council for adoption. Council also approved the first reading of the Parks & Open Space fee. The resolution will establish the actual amounts when it goes for a second reading in the June meeting.

Hanks mentioned that the Rose ID plaques are ordered and on the way, and they are hoping to have them installed by the June meeting.

Ms. Smith asked if there was any update on the Pavilion fountain. Mr. Hanks said they are working on that but there is no new update at this time. They are taking many different components into consideration.

**CITY UPDATES**

**6. City Administration Report – May 2025**

This report, along with Mayor Bell’s May Update, was provided to the committee. There were no questions.

**ADJOURNMENT**

Chair, Tom Beatty adjourned the meeting at 7:31pm.

**APPROVED** by the City of Coburg Park Tree Citizen Advisory Committee on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Tom Beatty, Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder



# COMMITTEE MEMO

**MEETING DATE:** June 17, 2025

**STAFF:** Adam Hanks, City Administrator

## Park | Tree Committee June 2025 Meeting Overview

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### Agenda Background Information

The following are highlights of items on the meeting agenda.

#### Item #2 – Hazards and Park Issues

Follow up list includes:

- Bench maintenance – moss build up (Spring) – Booth Kelly Rehab next on list
- Restroom Facilities Remote/scheduled Lock systems – In Progress
- Dead trees - Van Duyn parkrow – In progress
- Pearl St Right of Way vegetation – Tree limbing complete
- Tree branch pruning on Loop Path – complete
- Norma Pheiffer Irrigation – Repaired
- Norma Pheiffer branch limb up – in progress
- Johnny Diamond – Dead tree – noted for fall replacement

#### Item #3 – Work Party Recap

#### Item #4 - Park Projects Update

Pavilion Park – Nearly complete. Tree installation warrantee inquiry has been filed for several trees that do not appear to have survived the initial planting. A Ribbon cutting celebration is scheduled for June 30<sup>th</sup> (see attached)

#### (Defer to Agenda Item #6)

The Shepard family has offered to donate the design and installation of a new monument sign for the park that will incorporate the renaming of the park consistent with the land swap/donation that made the park expansion possible.

A preliminary sign design will be submitted to City staff for review and shared with the Committee when available. Committee input on the recommended sign design, location and park name for Council as part of the formal decision-making process on the name change, initially proposed as Laura Park. Alternative options to recommend could include variations such as Laura Park at the Pavilion or Laura’s Pavilion Park.



**Loop Path #4** – The bid for the proposed extension of the Loop Path from Sarah Lane/Industrial Wy north to Trails End Wetland Park and also paving for a segment of Industrial Way was recently awarded and is scheduled to begin August 1<sup>st</sup>. The project is being designed and managed by the City of Eugene on behalf of the City of Coburg, as the federal funding (90% of project costs) required the project to be designed/managed by a certified agency.

**Playground Equipment** – CIS, the City’s insurance provider, recently conducted safety testing and inspections to all Parks playground equipment. Two required (minor) corrections were identified and are being addressed by City staff. Overall, the equipment and surfaces received excellent safety scores.

#### **Item #5 – Motorized bikes/scooters/etc in City Parks**

As preliminarily discussed at the May Committee meeting, this agenda item is to discuss and develop a formal committee recommendation to Council on regulations on the allowed use of motorized (electric or combustion) bicycles and other similar riding equipment within the formal park lands. Options include:

1. Prohibition of all bikes/riding equipment (motorized and non-motorized, with ADA exceptions)
2. Prohibition of all motorized (electric/combustion) bicycles/riding equipment
3. Prohibition of all non-pedaled bicycles/riding equipment

4. No prohibitions (current status)
5. Other variations/options?

A considerable uptick in on-street and in-park use of throttle-based e-scooters, primarily by under-aged riders has generated the involvement of Coburg Police Department as all motorized bikes of any type are prohibited on public streets/sidewalks for riders under 16 years of age. This prohibition extends to public lands such as parks. Education/enforcement of this age limitation will likely resolve the most immediate issues on this topic, but the array of different types of riding equipment brings up the policy level discussion of what is appropriate within the parks system and what should be limited to streets/right of ways.

#### Policy level system impacts

- Tire related damage to path surfaces or to grass
- Potential for high rates of speed on pathways creating safety issues/conflicts with pedestrian
- Noise from combustion motors

Recommendation from the Park and Tree Committee will be forwarded to Council for review and direction to staff on the development of ordinance or resolution to implement desired regulation.

#### **Item #6 – Pavilion Park - New Signage Design, Placement and Naming**

A component of the land swap that resulted in the City formally acquiring the parcel between the (former) park and the Ryan Thomas property was an agreement to rename Pavilion Park in the memory of Laura Harward, daughter of Chuck and Tish Shepard, who owned the land the City acquired for the Pavilion Park expansion project.

The Shepard family also offered to donate new signage at the completion of the expansion project to facilitate the name change. Initial sign designs are planned to be available and presented to the Committee by meeting time for review and recommendation on the design, the location of the sign and the re-naming of the park. The recommendations will be forwarded to Council for final decision at the July 8<sup>th</sup> Council meeting.

Park renaming request – Laura Park or Laura Park at the Pavilion

Sign Design (see handout)

Sign Location - Option #1- Current sign location

Option #2 - south of new primary path/entrance on N Willamette

Option #3 - north of new primary path/entrance on N Willamette

Option #4 – NE entrance to park (Harrison/McKenzie)

Option #5 - ???

#### **Item #7 – Future Meeting Agenda Items** – Items for upcoming meetings include:

- a. Review of Community Survey
- b. Final Veterans Memorial Medallion Design
- c. Community engagement plan for Coburg Creek Park development
- d. Land Use Code Change discussion on subdivision parks land dedication vs payment in lieu
- e. Vegetation Management and Maintenance Plan Review
- f. Committee Vacancies – Recruitment/Appointment Process

Coburg Main Street and City of Coburg  
are pleased to invite the Coburg community to the

# PAVILION PARK RIBBON CUTTING CEREMONY

and the official reopening of Pavilion Park

June 30, 2025  
6:00PM

This celebration will be honoring the Shepherd Family,  
Coburg Park and Tree Committee, Coburg Public Works,  
and the various contributors who made this renovation happen.

After the Ceremony,  
Please join us for refreshments at  
**MIMOSAS RESTAURANT**  
and the

**COBURG MAIN STREET**  
**SUMMER COMMUNITY MEETING AND SOCIAL**  
where we will be discussing  
the importance of public parks and placemaking.

