



LEBANON PARKS, TREES, AND TRAILS ADVISORY COMMITTEE MEETING AGENDA

January 15, 2025 at 2:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

CALL TO ORDER - Co-Chair, Cindy Kerby

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) October 16, 2024
- [2.](#) December 18, 2024

DISCUSSION

- [3.](#) City Update
- [4.](#) Cheadle Lake Park
- [5.](#) BLT Update

PUBLIC COMMENTS

NEXT SCHEDULED MEETING - February 19, 2025 (2:00 - 3:00 pm)

ADJOURNMENT - Co-Chair, Cindy Kerby

Meetings are recorded and available on the City's YouTube page at:

<https://www.youtube.com/user/CityofLebanonOR/videos>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.



Parks, Trees, and Trails Advisory Committee Meeting Minutes October 16, 2024

Committee Present Jan Diamantine, Linda Ziedrich, Anna Creel, Rodney Sell, Cindy Kerby, and Rick Barnett

Committee Absent City Councilor, Dave Workman

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 July 17, 2024.

Discussion

- City of Lebanon Update

Jason Rush and Ron Whitlatch provided the City of Lebanon update:

- Lebanon Public Works and the Police Department cleaned up approximately 1600lbs of trash / debris from the Eagle Scout Trail (before photos included).
- Rush would like to clean up the tree line at Cheadle Lake, and asked that BLT and the Strawberry Festival to relocate any items they would like to keep for their events.
- The city partnered with Pacific Power to remove walnut trees located on Williams / Oak Street that were impacting power lines, the street and sidewalk. Crews were onsite for approximately 12 hours.
- A tree removal request was turned in for a tree on Williams / Dodge Street, the tree was rotten and located on top of a water line so replacement will not be required.
- Ziedrich had asked via email about the number of trees being removed with the development of the River Park trail extension. Rush worked with Gaylan Morris from the City Engineering Department and determined currently there are (11) trees planned to be removed, but there is a potential realignment of the trail that could reduce the number of trees needing to be removed.

- Cheadle Lake Park Development

Whitlatch provided an updated map that included what is proposed in the next phase of construction at Cheadle Lake. The next step is to begin designing and determine cost with the goal for construction to begin after the Strawberry Festival in 2025. The priorities for this project are the restroom, pathways, stage, and ADA parking.

Kirby asked questions regarding the map provided:

- She asked if the design shows a pathway around the stage and stated this could be a safety concern for pedestrians, Whitlatch stated a realignment could be looked at to better accommodate around the stage.
- If the restroom is still going to be installed in the center of the park and will the existing building (well pump house) be removed. Rush stated the pump house is currently expected to stay and will not interfere with the restroom installation.
- Will there be lighting on all pathways? Whitlatch stated this lighting is pending what is available for funding in this phase of construction.
- Can the ADA parking stalls located at the stage be relocated to by the pathway, this gives them easier access and the stage more room for turn around.
- What is the goal? Whitlatch stated the current goal with development is for multi-use, events and sports (with removeable fencing).

Barnett agreed with Kerby that there needs to be enough turn around space at the stage.

Ziedrich asked if the committee determined that there is more baseball fields needed as she believed it had been talked about before and there was not a further need for fields in this development. Whitlatch stated it would be for multi-use sports. She then asked is a public meeting would be appropriate to see what the citizens would like to see the park used for. Whitlatch suggested if the committee believes there should be changes to the master plan for Cheadle Lake a recommendation should be taken to City Council and the Parks, Trees and Trails meetings can be used as listening sessions to obtain citizen recommendation.

Rush believes with minor modifications to the existing plan; all sports field decisions can be decided at the next phase as additional recommendations and funding become available while keeping this phase moving forward and functional.

Barnett asked the city to send a copy of the next updated Cheadle Lake map, the committee agrees that minor changes need to be made to move forward with design and would like further discussion. Whitlatch stated revisions can be made to the sitework and he will have Udell Engineering start on that to provide to the committee at the next scheduled meeting.

- Street Tree Project – Williams Street

The garden club was able to successfully plant (9) trees, including one at Pioneer Cemetery with the funding they had. The city delivered them to the planting locations along with additional supplies.

- BLT Update – Rod / Jan

- BLT will be planting trees at River Park, no exact location at this time, the watering crew has agreed to water these trees as well.
- BLT volunteer Art has been leading hikes for the Chamber of Commerce.
- 44 North adopted the Eagle Scout Trail and works on the trail quarterly.

- Georgia Pacific donated 1.54 acres to BLT, 1.26 will be used for a new trail that has been approved by the County. Donations have been received for this trail and it is planned to be named the Georgia Pacific Mill Race Trail.
- The Gills Landing Connector Trail is complete.
- BLT would like to thank the city for keeping up on the removal of graffiti under Grant Street Bridge as well as getting the lights repaired at the Century Park Tennis Courts.

- **Public Comments**

Next Scheduled Meeting

November 20, 2024 (2:00 – 3:30 p.m.)

Adjournment

Rick Barnett Adjourned the meeting at 2:50 p.m.

DRAFT



Parks, Trees, and Trails Advisory Committee Meeting Minutes December 18, 2024

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

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 3:00 p.m. in the Santiam Travel Station Board Room.

Approval of Minutes None.

Discussion

- Cheadle Lake Layout Phase I

Whitlatch provided the design showing the modifications based on discussions from the last committee meeting. After speaking with the architect firm and Udell Engineering there are additional suggested modifications.

Kerby asked the following questions:

- Is there going to be a way to close off the event area from the public pathways? Brian Vandetta stated this would be handled as it is not for events with temporary fencing.
- Will lighting be installed on new and existing pathways? Yes, the plan is to have them fully lit.
- Will the current caretaker and storage containers be staying where they are now? No answer currently.
- The current proposed location for portable restroom pads is not ideal from the stage due to the view of them.
- Should a paved location be added for ADA seating. Whitlatch stated some of these details will start showing up as design moves forward.

Brian Vandetta asked about the current berm of dirt at Cheadle Lake, his suggestion would be to use that dirt to create a sloped seating area at approximately 2% slope. Kerby had concerns on how this could limit the capacity of the seating area, a capacity estimate will be brought back with the next set of plans.

Brian Vandetta hopes to have 3D plan for the next committee meeting.

Sell would like to ensure there is an effort made to keep a North – South trail from the parking lot, Brian Vandetta stated with this phase there is no impact to the North – South

trail.

Ziedrich asked the following questions:

- Will the runoff from the asphalt parking lot be addressed, Whitlatch stated this will be addressed during construction.
- How large are the restrooms? Whitlatch stated the restroom's intention is for park users and not event users and events would need to still bring portable restrooms in.
- Will the stage have permanent lighting? The stage will have some permanent lighting, and events will be able to add their own as well.
- Do we have a professional stage and lighting designer, Brian Vandetta states we do have an architect that is familiar with stage design.

Kerby asked if when lighting is added will Ethernet be a possibility for cameras. Whitlatch stated this is a high priority for our IT Department.

The Lebanon Police Department and Fire Department will look at this design and make sure it fits their needs for safety requirements.

Homeland Security has evaluated the Strawberry Festival and could possibly offer some additional information on design needs regarding safety.

Brian Vandetta asked for clarification on the following items:

- Host moving, their site can stay in current location for this phase of development.
- Is there an issue with storage areas for Strawberry Festival? This is not impacted during this phase of development and they will stay at current location.

- **BLT Update**

BLT had discussion regarding the development of their Georgia Pacific Trail and their options for connectivity, this discussion included public comment from Scott and Laura LaRoque. This trail development is currently being handled by the Linn County Planning Commission and is still under review.

- **Public Comments**

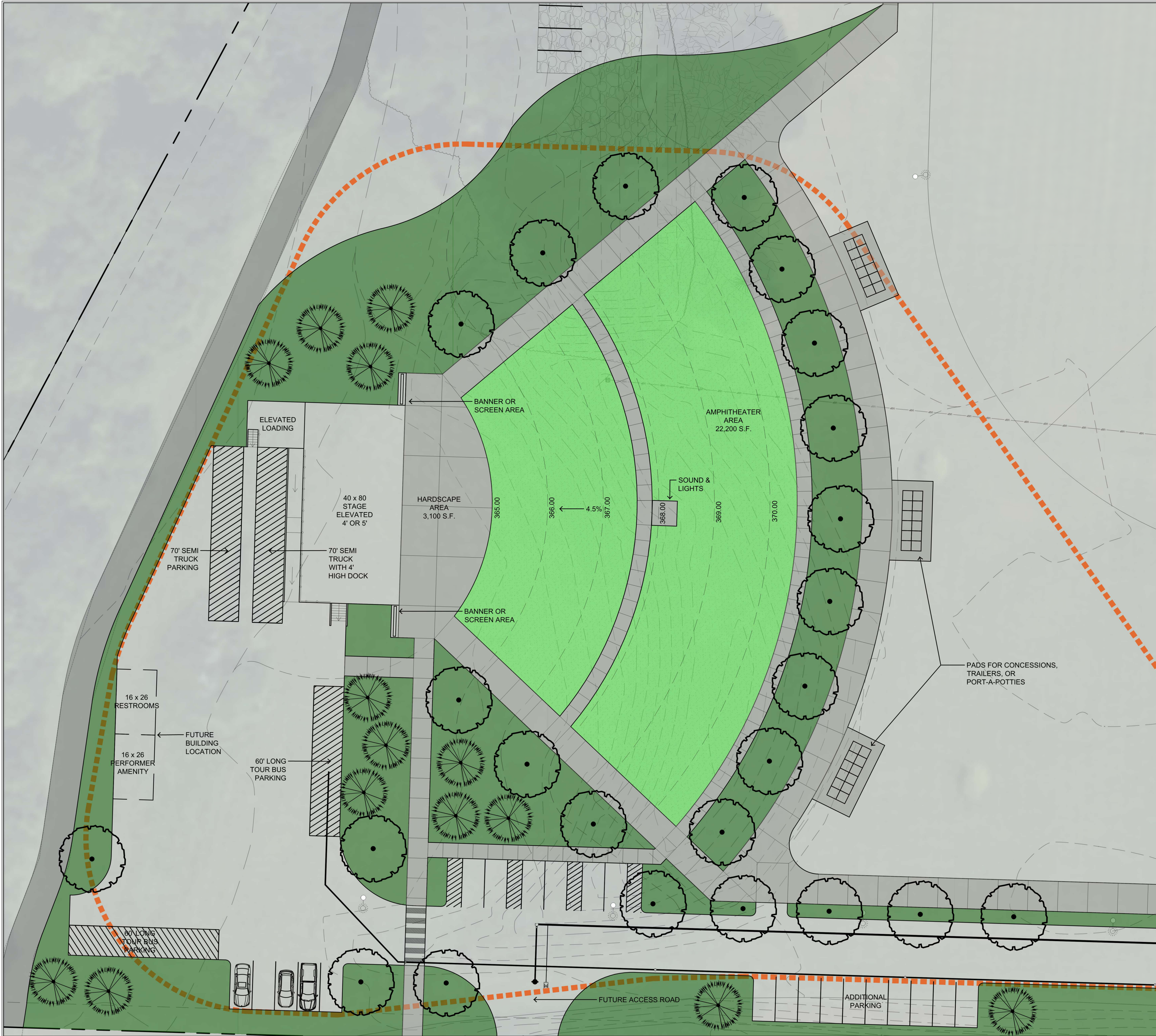
Lebanon Community Foundation members Jolene Watson and Joanne Nelson asked as development moves forward at Cheadle Lake the City and Committee consider a memorial wall for the founders of park. Whitlatch asked if they have ideas of location, they do not at this time and they do not want to impede on any development plans. They did suggest a flagpole as a re-ignition spot and Whitlatch agreed this could be great for the next phase of development. Kerby suggested adding the strawberry festival carvings, a bench, and a plaque in honor of the founders and Strawberry Festival.

Next Scheduled Meeting

January 15, 2024 (2:00 – 3:30 p.m.)

Adjournment

Barnett Adjourned the meeting at 4:19 p.m.



MAP and TAX LOT

MAP #: 12S-02W-24C
 TAX LOT: 00206 & 00207 & 00302
 ZONING: Z-MU (MIXED USE)
 APPROXIMATE TOTAL SIZE: 00302: 15.00 AC
 00206: 16.50 AC
 00207: 10.00 AC

NOTES

1. NO SUBSTITUTIONS ALLOWED WITHOUT PRIOR APPROVAL FROM LANDSCAPE ARCHITECT.
2. MAKE MINOR ADJUSTMENTS IN THE PLANTING AS NECESSARY TO ACCOMMODATE THE IRRIGATION SYSTEM AS INSTALLED.
3. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES IN THE LAYOUT OF WORK PRIOR TO THE EXECUTION OF THE WORK.
4. VERIFY LOCATIONS OF EXISTING UNDERGROUND UTILITIES PRIOR TO EXECUTION OF WORK. REPAIR ANY DAMAGE TO EXISTING UTILITIES, PIPES OR RELATED FACILITIES AT CONTRACTOR'S EXPENSE AND IN A MANNER APPROVED BY THE GENERAL CONTRACTOR.
5. PROTECT TRUNKS, LIMBS AND ROOT ZONES OF EXISTING TREES TO REMAIN FROM ABRASION AND COMPACTION. DO NOT CUT LIMBS OR ROOTS LARGER THAN 3" IN DIAMETER WITHOUT PRIOR APPROVAL OF LANDSCAPE ARCHITECT.
6. CLEANLY SAW CUT TREE ROOTS 1 FOOT FROM FACE OF NEW IMPROVEMENT, WHERE TREES OR PLANT MATERIAL ABUT NEW BUILDINGS, STRUCTURES, CURBS, WALKS OR PAVEMENT.
7. PLAN IS TO SCALE, INSTALL PLANTS IN SHOWN QUANTITIES AT SHOWN SPACING.

LEGEND

- 2025 PHASE LINE
- PROPERTY LINE
- ADJACENT PROPERTY LINES
- (E) WIRE FENCE
- (E) STORM DRAIN LOCATE PAINT
- (E) SANITARY SEWER LOCATE PAINT
- (E) WATER LOCATE PAINT
- (E) PHONE LOCATE PAINT
- (E) UNDERGROUND POWER LOCATE
- (E) OVERHEAD POWER
- (E) GAS LINE LOCATE
- (E) EASEMENT LINE
- (E) DLC (DONATION LAND CLAIM) LINE
- EXISTING TREES TO REMAIN
- EXISTING TREES TO REMOVE

MASTER PLANT LIST

DATE: 1/10/25
 PROJECT: 2441
 DRAWN BY: AM
 CHECKED BY: [Signature]

SCALE: 1" = 20' - 0"

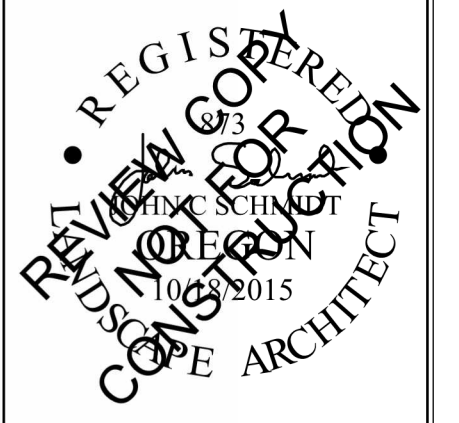
PLAN REVISIONS	DATE
REV	REVD
REV	REVD
REV	REVD
REV	REVD



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

OVERALL PLANTING PLAN
 CITY OF LEBANON
 CHEADLE LAKE PARK
 LEBANON, OREGON



Sheet **CP-2**
 SCALE: SEE BARSCALE