



AGENDA COVER MEMO

Memorandum Date: 3/21/2025

Order Date: 04/08/2025

TO: Board of County Commissioners

DEPARTMENT: Public Works, Parks Division

PRESENTED BY: Brett Henry, Parks Division Manager
Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER/ In the Matter of Approving Two Annual Large Events Occurring in Lane County Parks Through 2029.

I. MOTION

Move approval for two annual large events occurring in Lane County Parks through 2029.

II. AGENDA ITEM SUMMARY

The Board will be presented with the results and recommendations of the Large Event Oversight Group's work related to event applications received for CY 2025.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board authorized the formation of an administrative task force focused on large events in Lane County Parks under Board Order #14-03-11-06. The Large Events Task Force (LETf) met between June 2014 and September 2015 and presented its final report to the Board on November 10, 2015.

The Board subsequently accepted the recommendations of the Task Force under Board Order #15-11-10-09 that included recommendations to have the Parks Advisory Committee develop criteria and form a Large Event Oversight Group consistent with Appendix G of the report.

On May 2, 2017, the Board considered and approved the Lane County Parks Large Event Assessment Criteria and provided the Parks Advisory Committee latitude in implementing Appendix G of the Large Events Task Force Recommendations establishing a Large Event Oversight Group under Board Order #17-05-02-05.

The Large Event Oversight Group met on March 10, 2025 to review large event applications and make recommendations as to whether they should proceed and be held within Lane County Park facilities. A summary of the scoring and the Oversight Group's recommendations is

provided in the Analysis section of this memo.

B. Policy Issues

The Board accepted the recommendations of the Large Events Task Force in their entirety with no changes. Recommendations related to the formation of the Large Event Oversight Group indicate the Board's review and approval of the Assessment Criteria and the appointment of the members of the Oversight Group.

The Parks Advisory Committee and staff subsequently worked to develop event Assessment Criteria, form the Oversight Group, evaluate submitted applications, and make recommendations to the Board for approval.

C. Board Goals

Generally, this item supports Strategic Priority #2B to "Focus on the intersection of economic development, equity and the environment as we look to achieve a viable, fair and livable community."

D. Financial and/or Resource Considerations

None identified.

E. Health Implications

None identified.

F. Analysis

Assessment Criteria

There are a total of 24 separate criteria used to comprise an overall score. The total points possible are 108. The higher the score, the better the event conforms to desired impacts. The minimum score threshold is 67. The intent is that any event that scores lower than this is automatically denied and referred back to the applicant to revise their event proposal.

There are also identified critical criteria where a low score would "trigger" a red flag and be identified as a concern regardless of what the total score might be and be referred back to the applicant to address.

Event Application Review

A total of two applications were submitted to the Oversight Group to review.

The Oversight Group members scored the applications individually then an "Average Score" for each event was calculated. This score was used as the final score. Both events scored 81 points with fewer than 3 triggers. The event applications are available for review in Attachment 1 and 2.

Large Event Oversight Group Recommendations

The Oversight Group recommends the Board of Commissioners approve all two events as submitted. Namely, the Mount Pisgah Arboretum's Wildflower & Music Festival to be held in the Howard Buford Recreation Area and Mount Pisgah Arboretum's Mushroom Festival to be

held in the Howard Buford Recreation Area.

Additionally, acknowledging the past performance of both events, the Committee recommends approval for a five-year period, subject to annual reviews by Parks staff. Any substantive changes that require further review will be referred to the Large Event Oversight Committee.

G. Alternatives/Options

1. Move to adopt order approving the Mount Pisgah Arboretum's Wildflower & Music Festival, to be held in the Howard Buford Recreation Area, and the Mount Pisgah Arboretum's Mushroom Festival, to be held in the Howard Buford Recreation Area, through the calendar year 2025, barring substantive event changes as determined by Parks staff.
2. Move to recommend other action as the Board sees fit and provide advice to staff on how to proceed.
3. Take no action at this time.

IV. RECOMMENDATION

The Large Event Oversight Group has been informed of staff's recommendation. The intent is to honor the spirit of the LETF recommendation to have an open and public process related to large events in Lane County parks and to give the Oversight Group an opportunity to continue refining the application and review process.

Staff is recommending Option 1.

V. TIMING/IMPLEMENTATION

Upon adoption of the order, staff will notify applicants and report back to the Parks Advisory Committee/Large Events Oversight Group.

Any new or revised applications that are received will be reviewed at that time with recommendations forwarded to the Board.

VI. FOLLOW-UP

As the Large Events Oversight Group continues its work, the Board will receive its recommendations for deliberation and action.

VII. ATTACHMENTS

ATTACHMENT 1 – Wildflower & Music Festival Special Event Application

ATTACHMENT 2 – Mushroom Festival Special Event Application

Board Order

ATTACHMENT 1 – Wildflower & Music Festival Special Event Application

Lane County Parks Special Event Application

Parks Mission:

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



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

Applicant:

Mount Pisgah Arboretum

Proposed Event:

Wildflower & Music Festival

Proposed Event Description:

An educational, family event with wildflower exhibit & educational outdoor activities.

Proposed Event Location:

Mount Pisgah Arboretum

Proposed Date(s):

May 18th, 2025

and Time(s): From

10am

to

5pm

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

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

This event has been held at Mount Pisgah Arboretum, within HBRA annually since 1981 (except 2020).

Estimated **Gross** Revenue: \$40,000

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

recurring yearly

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

Event Questionnaire:

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

All event activities will be confined to designated event spaces to minimize environmental impact. We expect little to no disruption to wildlife near the White Oak Pavilion. The event will primarily take place on paved and grassy areas, with soil compaction remaining lower than what naturally occurs in this section of the Arboretum over the course of a year. Attendance will be capped at 2,800 tickets, with entry restricted to advance ticket holders. Overflow parking will be accommodated in the North Bottomlands, a previously disturbed former pasture. Additionally, the event is scheduled outside of critical nesting and breeding periods for local wildlife, further reducing potential ecological impact.

Lane County Parks Special Event Application

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

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

Comments:

The event will feature live music from 10 am to 5 pm. Music volume will be kept well below County code restrictions.

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

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

Comments:

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

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

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

2,800

Total number of attendees per day

1,400

Highest number of attendees at any time during the event

Lane County Parks Special Event Application

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

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

Comments:

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

Description:

none

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

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

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

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

Comments:

HBRA's west and north lots will be used for this event, but will also be available for regular park visitors. Additional event parking will be provided in an overflow lot on former pasture lands in the North Bottomlands.

Lane County Parks Special Event Application

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

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

Comments:

The traffic plan, refined over the event's 42-year history and last updated in 2019, ensures smooth operations. Volunteers guide vehicles from the park entrance to three designated lots, maintaining steady ingress and egress. Complimentary shuttles transport attendees from the parking areas to the event site.

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

Description:

Other park users may need to park vehicles farther from their intended park access point due to the large number of visitors for the event. However, this date is outside high-use season and we do not anticipate large numbers of regular park visitors.

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

Description:

Tickets will need to be purchased in advance for \$15 per person (children under 12 free). LCP has historically waived parking fees for this event.

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

Description:

Mount Pisgah Arboretum partners with Lane Community College and Native Plant Society of Oregon to present an extraordinary display of native wildflowers, one of the most extensive showcases in the region. Featuring hundreds of species in peak bloom, this vibrant exhibit offers visitors a unique chance to explore the rich botanical diversity of the Willamette Valley. Experts, including professional botanists and knowledgeable volunteers, will be on hand throughout the festival to answer questions, provide insights into plant identification, ecology, and traditional uses, and lead guided discussions. This immersive experience serves as an educational centerpiece of the event, deepening appreciation for the area's diverse and delicate plant life.

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

Description:

The event will include guided nature walks.

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

Recycling:

OSU Master Recylers provide recycling, composting & education table.

WasteReduction:

Food vendors must use all reusable dishware, with dishwashing stations provded by Waste Wise Lane County.

EnergyConservation:

Minimal energy is needed for this event.

Bicycling:

We provide bike racks but there is not a safe bike route to the site.

Environmental Education:

Environmental education is a major focus of this event.

Comments:

Lane County Parks Special Event Application

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

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

Comments: 6 regularly available restrooms will be supplemented with six additional portable toilets and a handwashing station.

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

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

Comments:

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

- ☒ None required
- ☐ Minimal services required
- ☐ Major services required

Comments: This event will be held outside the fire season. The Arboretum has waterhoses available throughout the event footprint and provides an additional portable water tank and pump set up near the stage and food court area.

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

- ☐ None required
- ☒ Minimal services required
- ☐ Major services required

Comments: First aid booth is provided at the event staffed by volunteer medical professionals.

Lane County Parks Special Event Application

19. Will food and beverages be sold on site?

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

Comments:

There will be several food and non-alcoholic beverage vendors at the event as well as a small wine garden managed by a licensed local vineyard.

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

Description:

Previous festival data indicates 6% of festival goers come from out of state. The event only lasts seven hours and provides no overnight accommodations, so it is likely that these visitors are supporting local businesses while in the area.

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

Traffic along Seavey Loop Rd will be higher compared to other weekends at this time of the year. We anticipate this will have a minimal effect. We anticipate that the amplified music during the seven daytime hours of this event will have minimal effect on nearby residents.

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

All funds support the Arboretum's charitable mission.

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

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

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

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

Yes No Negotiable

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| ☐ | ☒ | ☐ | Lane County Parks will receive 15% of event gross revenue. |
| ☐ | ☒ | ☐ | Lane County Parks will also assess a Natural Areas Mitigation Fee (up to 1.5% of Gross Revenue in addition to the fee above) depending on your event size or type of event. |
| ☐ | ☒ | ☐ | Lane County Parks will require a Performance Bond/Security Deposit between \$1,000 and \$25,000 depending on our assessment of risk of your event. This bond is non-refundable (in case of event cancellation, etc.), but will be used as part of your event final payment. |
| ☒ | ☐ | ☐ | Lane County Parks requires a Waste Management and Recycling Plan and strives for "green" events, we may require an extensive waste plan. |
| ☒ | ☐ | ☐ | Produce, within 30 days of your event, an Insurance Certificate of \$2,000,000 per occurrence and \$4,000,000 aggregate of Commercial General Liability Insurance and Additional Insured Endorsement listing Lane County as Additional Insured. |
| ☒ | ☐ | ☐ | Provide an event Final Report, including all sales, expenses, demographic and any other information requested by Lane County for informational purposes. |

ATTACHMENT 2 – Mushroom Festival Special Event Application

Lane County Parks Special Event Application

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

Applicant:**Proposed Event:****Proposed Event Description:****Proposed Event Location:****Proposed Date(s):**and **Time(s):** From

to

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

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

Estimated Gross Revenue: \$ **Will this be a recurring yearly event or a one-time event only?**

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

Event Questionnaire:

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

Lane County Parks Special Event Application

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☐ Less than 20% of event
☐ Between 20% and 40% of event
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Comments:

The event will feature live music from 10 am to 5 pm. Music volume will be kept well below County code restrictions.

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

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Comments:

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

- ☐ Up to 1,999
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What is the estimated number of people per day and the peak attendance?

2,800

Total number of attendees per day

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Highest number of attendees at any time during the event

Lane County Parks Special Event Application

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

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

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO:

In the Matter of Approving Two Annual
Large Events Occurring in Lane
County Parks Through 2029

WHEREAS, the Board of Commissioners the Board of Commissioners accepted the recommendations of the Lane County Parks Large Events Task Force under Board Order #15-11-10-09; and

WHEREAS, the Board of Commissioners considered and approved the Lane County Parks Large Event Assessment Criteria and provided the Parks Advisory Committee latitude in implementing Appendix G of the Large Events Task Force Recommendations establishing a Large Event Oversight Group under Board Order #17-05-02-05; and

WHEREAS, The Large Event Oversight Group met on March 10, 2025 to review two large event applications and make recommendations as to whether they should proceed and be held within Lane County park facilities.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Both the Wildflower & Music Festival and the Mushroom Festival to be held in the Howard Buford Recreation Area are approved for calendar year 2025.
2. Upon annual review and approval by Lane County Parks staff, both the Wildflower & Music Festival and the Mushroom Festival to be held in the Howard Buford Recreation Area are approved through calendar year 2029 barring substantial change from approved conditions necessitating review by the Large Events Oversight Committee.

ADOPTED this 8th day of April, 2025.

David Loveall, Chair
Lane County Board of Commissioners