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REVISED 1990

STATE AGENCY COORDINATION

PROGRAM

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SECTION I

INTRODUCTION

A. Background

The Oregon State Parks and Recreation Department (Department) is a state agency that carries out the programs and policies of the State Parks and Recreation Commission (Commission). The Commission consists of seven members appointed by the Governor. It is the function of the State Parks and Recreation Commission to promote the policy of this state toward outdoor recreation resources identified in ORS 390.010 and to establish the policies for the operation of the State Parks and Recreation Department in a manner consistent with the policies and purposes of its primary statute, ORS 390. In addition, the Commission performs any other duties vested in it by law.

B. Parks and Recreation Department's State Agency Coordination Program (SAC)

Oregon law (ORS 197.180) requires each state agency to prepare a coordination program for review and certification by the state Land Conservation and Development Commission (LCDC).

The 1987 legislature amended the requirements for SAC in ORS 197.180. The LCDC adopted two rules to implement the SAC statute, OAR Chapter 660, Division 30 and Division 31. These requirements were established to coordinate and support the appropriate use and development of lands, resources and facilities; to minimize and resolve land use conflicts involving local governments and state agencies; and to promote the coordinated implementation and revision of acknowledged comprehensive plans.

The law requires state agencies to :

- 1. provide an overview of all department programs and identify which programs or actions can reasonably be expected to significantly affect land use;**
- 2. establish rules and procedures for assuring such programs or actions comply with the statewide planning goals and are compatible with acknowledged local comprehensive land use plans;**

3. **adopt procedures for coordination with state and federal agencies and special districts; and**
4. **cooperate with and provide technical assistance to local governments.**

An underlying intent of Oregon's comprehensive land use legislation is the principle that many of the state's land use, resource management, and economic development goals can be achieved through local comprehensive planning. Although the law requires that the state agencies comply with the statewide goals, the emphasis of the program is clearly on local plans. Cities and counties are expected to take state needs into account when developing their plans, but the burden is on state agencies to make their needs known during plan preparation and revision.

While the state relies on local plans to meet many state objectives, state law does recognize the separate authority of state agencies in managing certain resources, and the several statewide goals give specific direction to some agencies.

Without necessary funds to staff sufficiently, the ability to participate and follow through with "making the agency's needs known" to cities and counties and to implement to the level required during the plan development process and periodic review becomes a less than desirable planning process.

The Department recognizes that education, information and technical assistance are the keys to understanding and supporting the finite resources that are the foundation for Outdoor Recreation. However, there are few funds available to implement that goal. No State funds have replaced the loss of federal funds that enabled the Department to provide some technical assistance ten years ago. This is particularly important to the state because statutory obligations and interests of a state agency in managing resources may be different from the interests of a city or a county. Resources which were plentiful, or taken for granted, incompletely inventoried or not planned for at all during the time of acknowledgement, become even more important at the time of periodic review. Resolving complex zoning issues, providing for an adequate resource base and developing cooperative partnerships to implement sometimes very visionary plans are very difficult for inadequately financed state and local planning efforts.

To ease the problems of a lack of funds, it is essential to have as well coordinated of a planning process as possible. It is only through these developed partnerships that the state's missions, policies and goals will be fully realized.

C. The Division becomes a Department

In 1983 the Department, as a Division under the Department of Transportation (ODOT), adopted a revised State Agency Coordination Program. Since that time the greatest change was the creation in the 1989 legislature of an independent Parks and Recreation Department from a division of ODOT.

This updated SAC Program reflects the recent changes in the Department's enabling statutes and administrative rules governing the SAC Program development. When certified by LCDC, this revised program will supersede the 1983 SAC Program. This program will be updated as necessary as reorganization and procedures are finalized to meet the new Department's needs.



SECTION II

OVERVIEW OF DEPARTMENT PROGRAMS

As the agency reorganizes to assume the responsibilities of a department, it can be expected that there will be changes in the description of the existing Department units. The purpose of this section is to identify the current principal functions of the Department, an overview of those work units that carry out those functions, and a description of the program responsibilities of those units.

These descriptions and the following evaluations of programs will serve as general interim guidelines that will be updated as changes occur. The Department organization by function chart is on page 25.

The primary statute and rule authorities for the Department are in ORS 390 and OAR Chapter 736. The entire list of applicable statutes and administrative rules are in Appendix A. Full sets of all statutes and administrative rules are available for review at the Department's Salem and Regional Offices. A set is also available for public use at the Department of Land Conservation and Development, Salem office.

The Department's work units are organized under the following three primary functions:

1. **Overall department administrative support and operations**
2. **State park property, planning, development, and management**
3. **State outdoor recreation resource programs and planning**

The agency work units are headquartered in Salem with Region Operation offices in Portland, Tillamook, Coos Bay, LaGrande and Bend. The work units include the following:

A. OVERALL DEPARTMENT ADMINISTRATIVE AND SUPPORT AND OPERATION

1. **GENERAL ADMINISTRATION AND ADMINISTRATIVE SUPPORT SERVICES UNIT**

Administration is responsible for policy direction and management control over all of

the Department's activities. Administration is responsible for the direction in management of the Department's lands and statewide programs. This unit provides administrative support services to the department's other programs. This includes clerical services, personnel management, civil rights management, training, budget and financial management, program analysis and evaluation, fiscal statistics, and data processing.

2. PUBLIC AFFAIRS UNIT

- a. The Public Information Office is responsible for providing accurate information about State Parks programs to the public and the media. It also functions as the information liaison between the public, other agencies, the Legislature and other interested parties regarding State Park activities.
- b. The Volunteer Services program coordinates the activities of State Park Cooperating Associations. These are private, non-profit scientific, historic or educational associations organized solely for the purpose of providing interpretive services to recreational facilities in Oregon (See OAR 736-02-010).

B. STATE PARK PROPERTY PLANNING, DEVELOPMENT AND MANAGEMENT

This includes responsibilities for the planning, development and management of state park properties.

1. RESOURCES AND DEVELOPMENT UNIT

a. Master Planning Section

The principal activity of this section is the preparation and updating of Master Plans for each of the State's 224 park sites. Master planning involves: research, analysis and evaluation of the natural, cultural, recreational and scenic values of existing parks, and of the facility and management needs for those parks, to determine the most suitable use and development of park lands for recreation, interpretation and management.

STATE PARKS AND RECREATION ORGANIZATION PRIMARY FUNCTIONS

Overall Department Administrative Support and Operations

State Parks Property, Planning Development and Management
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Statewide Outdoor Recreation Resource Programs and Planning
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PUBLIC AFFAIRS UNIT	ADMINISTRATIVE SERVICES UNIT
Public Information	Fiscal and Budget
Volunteer Program	Support Services

RESOURCES & DEVELOPMENT UNIT	OPERATION SUPPORT UNIT	REGION OFFICES UNIT
Master Planning	Operation Support for Region Offices	Maintenance and Operation
Design & Engineering	Overall Department Personnel Support	Program Support
Property Management		
Forest Management		

PROGRAMS & PLANNING UNIT	STATE HISTORIC PRESERVATION UNIT
Statewide Outdoor Recreation Resource Planning	National Historic Resources
Grants	Grants
Rivers	Archaeological Resources
Ocean Shores	
Trails	

The Master planning section also investigates and evaluates potential park sites and makes recommendations for acquisition. In conjunction with design and engineering and other Department programs, this section coordinates with local jurisdictions to address relevant land use requirements.

This section provides master planning, site investigation, special studies and other resource information for the region park offices, public agencies and interested groups.

b. Design and Engineering Section

This section oversees the preparation and design implementation of recreation facilities for state park properties. This includes: engineering support, designs for improvements, specifications and cost estimates for construction or rehabilitation projects, technical design assistance to special programs of the department, planning and engineering of utility systems and coordination of these plans with appropriate agencies. The design and engineering section ensures that park structures meet all state and local building codes and other development permit and compliances including suitable handicap accessibility. The survey crew, in this section, is responsible for gathering base data for park boundaries, park base maps, and utility system mapping. This section provides computer mapping, graphics support, and the development of an information system about park properties.

c. Forest Management Office

The forestry management office is responsible for the forest resource on park properties. Specific duties include: reforestation, stand improvement, and protection against fires, insects and disease. An analysis of forest resource values at individual parks is included in each applicable state park master plan. There is ongoing evaluation and analysis for hazard trees. Timber contracts are awarded for hazard tree removal, thinning and salvage logging. This program is coordinated with the Oregon Department of Forestry and follows the Forest Practices Act and all city and county permitting processes within the UGB's as applicable. The standards for forest management on park properties are in OAR 736 Division 18.

d. Property Management Office

This office is responsible for the acquisition and disposition of state park land resources. As with any real estate transaction in the state, the department proceeds under the guidelines of ORS 93.040 (see appendix B) which makes it the buyer's responsibility to meet all land use requirements. The Department

addresses this requirement in the Master Planning process for undeveloped park properties. Concessions, rentals and sales contracts are managed by this office, also.

2. OPERATIONS SUPPORT UNIT

The Operations unit includes the activities necessary and resources used by the Region Operations Offices to operate, maintain and rehabilitate the system of state parks and all Department personnel support.

Activities performed by the Operations Section include:

- 1) Management, personnel and accounting activities;
- 2) Employee training and safety programs

3. REGION OPERATIONS UNIT

This unit includes five Region offices and twenty-five district park headquarters. See map Appendix C. The five Regions are:

Region 1 - Willamette Valley and Columbia Gorge, headquarters in Portland;

Region 2 - North Coast, headquarters in Tillamook;

Region 3 - South Coast, headquarters in Coos Bay;

Region 4 - Central Oregon, headquarters in Bend; and

Region 5 - Eastern and Southeastern Oregon, headquarters in La Grande.

The tasks for these regions are distributed into two general categories:

a. Maintenance and operation activities of state park properties

The primary functions of the Region Operations Unit are maintenance and operation activities for the state's 224 recreational areas and parks. This also includes a planned rehabilitation program for the repair, restoration or replacement of existing park facilities; and

b. Overall Department Coordination

In addition, the Region staff work with the Salem office on the following:

- 1) Coordination of park operations with public and local, state, and federal agencies with the Resources and Development unit;
- 2) Review of local comprehensive plans for compliance with the statewide planning goals and compatibility with acknowledged comprehensive plans in coordination with the Salem Program and Planning Unit;
- 3) Periodic field inspections for local agencies' Land and Water Conservation Fund projects in coordination with the Grant Administration section;
- 4) Coordination and operation of park volunteer programs with the Public Affairs Office, Volunteer Program.

c. Region staff support for statewide recreation programs

Region support is provided for programs such as the Willamette River Greenway parks property and trails; maintenance of the Deschutes Heritage park and a twenty mile river segment in the Deschutes River Scenic Waterway Recreation Area; maintenance of 301 miles of trails including 76 miles of designated segments of the Oregon Coast Trail System; maintenance of 28 areas of major State Historical significance; regional administration of the ocean shore safety rules and regulations and performance of special maintenance tasks such as disposal of dead animals, signing, visitor information and emergency aid in the Ocean Shores Recreation Area. The Region offices often assist in the review of development proposals within the State Scenic Waterway's boundaries. Regions 2 and 3 share considerable responsibilities with the Salem office's Ocean Shores Program Coordinator in the processing of applications for the Ocean Shore Improvement Permit.

C. STATEWIDE OUTDOOR RECREATION RESOURCE PROGRAMS AND PLANNING

This includes all statewide programs and planning for the Statewide Outdoor Recreation System. These programs often include either resources, planning or management concerns of state parks property, also. Technical assistance is provided to the Parks Property, Planning and Management Unit and there are many areas of shared responsibilities.

1. PROGRAMS AND PLANNING UNIT

a. State Outdoor Recreation Planning Program Section

This section provides overall coordination, evaluation and support for all of the Department's programs regarding land use planning and state outdoor recreation resource planning. See page 60 for the list of state and federal agencies which the Department coordinates with in planning and development in addition to coordination with all city and county jurisdictions.

Planning responsibilities for this section cover three general areas:

1) LAND USE PLANNING

As time and the availability of personnel allows, this section participates, in conjunction with the Region Offices, in local jurisdiction comprehensive plan periodic reviews; reviews local government proposed amendments, ordinances, and development proposals approved by local government that may affect state parks properties or programs; participates in overall state agency coordination, such as Basin Planning; and reviews federal agency land use plans, such as US Forest Service Plans, BLM Resource Management Plans and the Columbia River Gorge National Scenic Area Management Plan.

2) GENERAL OUTDOOR RECREATION PLANNING AND TECHNICAL ASSISTANCE FOR THE STATE

This section produces the recreation supply, demand, and needs assessment and recreation issues and trends analysis that are the basis of the State Comprehensive Outdoor Recreation Plan (SCORP). The SCORP is a requirement for the federal Land and Water Conservation Fund (LWCF) program. The primary guidelines for performing this planning process are Parts 630 and 635 of the US Department of the Interior, Heritage Conservation and Recreation Service Manual. The SCORP provides a general overview of the state's supply inventory, demand assessment and needs analysis for outdoor recreation facilities and the resource base. This information is used primarily in the LWCF grant process. It is also available for local government's background information in their Goal 8, Recreation Comprehensive Planning efforts. This information is also available for use by other state agencies for their comprehensive planning processes such as: Strategic Water Planning, River Basin Planning, and hydroelectric siting permit reviews.

