



OFFICE OF COUNTY COUNSEL

PUBLIC SERVICES BUILDING

2051 KAEN ROAD | OREGON CITY, OR 97045

**Billy J. Williams**  
County Counsel

July 23, 2026

BCC Agenda Date/Item: \_\_\_\_\_

**Scott C. Ciecko**  
**Amanda Keller**  
**Shawn Lillegren**  
**Jeffrey D. Munns**  
**Sarah Foreman**  
**Caleb Huegel**  
**Angela Hajihashemi**  
**M. Creston Rice**  
**Andrew Naylor**  
**Paul Matthias-Bennetch**  
Assistants

Board of Clackamas County  
Commissioners as the Board of Directors  
North Clackamas Parks and Recreation District

**Approval of a Resolution to Delegate Authority to the  
Director of the North Clackamas Parks and Recreation District  
to Waive Certain Special Use Permit Fees.  
No County General Funds are Involved.**

|                                     |                                                                                   |                           |                           |
|-------------------------------------|-----------------------------------------------------------------------------------|---------------------------|---------------------------|
| <b>Previous Board Action/Review</b> | July 7, 2026, Issues presentation.                                                |                           |                           |
| <b>Performance Clackamas</b>        | Which indicator of success does this item affect? Public trust in good government |                           |                           |
| <b>Counsel Review</b>               | Yes, JM                                                                           | <b>Procurement Review</b> | N/A, Item is a Resolution |
| <b>Contact Person</b>               | Jeffrey D. Munns                                                                  | <b>Contact Phone</b>      | (503) 742-5984            |

**REQUEST:** Board approval to delegate authority to the NCPRD Director to waive certain Special Use Permit Fees for free and public events hosted by government or partners at parks or natural areas owned or managed by NCPRD.

**BACKGROUND:** NCPRD issues Special Use Permits to grant permission for the exclusive use of NCPRD owned or managed parks or natural areas for a specified purpose and defined time period. Any event not led by District staff requires a Special Use Permit including, but not limited to, volunteer events, festivals, concerts, movies, educational groups, biological research, and scientific collection. The intention of Special Use Permits is two-fold: 1) the permit allows for the reservation of a specific park area or amenity as use is typically available on a first-come first-served basis, and 2) the permit provides a mechanism for NCPRD to manage the special use including the provision of additional services (such as portable restrooms),

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mitigation of impacts to other park users or neighbors, and repair to the asset. NCPRD charges fees to recover direct (such as rental of portable restrooms) and indirect costs (such as review of applications and coordination with permittees). Special events that are free and open to the public can support community building and create vibrant park spaces. For this reason, the NCPRD Director may elect to waive certain Special Use Permit fees (such as application fees, processing fees, and noise and alcohol permit fees) to decrease event costs for permittees. Direct costs incurred by NCPRD such as the rental of portable restrooms and extra garbage pickup would still be charged to permittees.

**RECOMMENDATION:** Staff recommend the NCPRD Board delegate authority to the NCPRD Director to waive certain Special Use Permit fees for free and public events hosted by government or partners at parks or natural areas owned or managed by NCPRD.

Respectfully Submitted,



Jeffrey D. Munns  
Assistant County Counsel

**BEFORE THE BOARD OF COUNTY COMMISSIONERS**

**OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Delegating Authority to the  
Director of the North Clackamas Parks and  
Recreation District for the Waiver of  
Certain Special Use Permit Fees



Resolution No.

*Page 1 of 2*

This matter comes before the Board of County Commissioners of Clackamas County, Oregon, (the "Board").

**WHEREAS**, the Board serves as the Board of Directors of the North Clackamas Parks and Recreation District (NCPRD). Authority to set special permit fees and waive those fees rests exclusively with the Board of Directors;

**WHEREAS**, the Board finds that it may delegate authority to the Director of NCPRD to waive certain special use permit fees in limited circumstances; and

**WHEREAS**, the Board finds that it is beneficial to the community served by NCPRD to make free events more accessible to the public by reducing the administrative fees charged to other governments and community partners providing recreation opportunities to the public;

**WHEREAS**, the Board finds that the NCPRD Director may elect to waive certain Special Use Permit fees (such as application fees, processing fees, and noise and alcohol permit fees) to decrease event costs for permittees at parks or natural areas owned or managed by NCPRD. Direct costs incurred by NCPRD such as the rental of portable restrooms and extra garbage pickup would still be charged to permittees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS THAT:**

The NCPRD Director may elect to waive certain Special Use Permit fees (such as application fees, processing fees, and noise and alcohol permit fees) to decrease event costs for government and community partners providing recreation opportunities to the

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*Page 2 of 2*

public at parks or natural areas owned or managed by NCPRD. Direct costs incurred by NCPRD such as the rental of portable restrooms and extra garbage pickup would still be charged to permittees.

DATED this 23<sup>rd</sup> day of July 2026.

**CLACKAMAS COUNTY BOARD OF COMMISSIONERS**

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Chair

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Recording Secretary