



Director Approval - Original Approval Date: 12/31/2016  
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 Signature: 

PARKS & RECREATION

**Date:** 12/31/2016    **Updated:** 12/31/2021    **Date To Be Reviewed:** Five Years – 12/31/2026

**Title of Document:** 2.1 LOPR\_Overall Planning Function Within Agency

Lake Oswego Parks & Recreation (LOPR) partners with the Planning Department and participates in City’s planning activities that affect park properties. In addition, LOPR has its own team of planners and project managers who manage park-related planning functions.

The LOPR Planning Team consists of two Park Analyst and Project Managers and one Administrative Assistant. The LOPR Planning Team provides direction for the planning of parks and facilities by working with the Director and other staff such as the Deputy Directors and Parks and Facility Managers to hire qualified consultants to assist with projects. Each individual project affecting or having an impact on the overall agency, including comprehensive system master plans, park master plans, as well as other studies that drive the future plans of the Department go through standard practices and processes starting with conceptual elements, design and development, documentation, solicitation of contractors, builders, and other professional specialists.

The value of the combined role of Park Analyst and Project Manager ensures consistency and quality from the planning function through funding and implementation of projects.

Examples of current LOPR planning projects that include external contractors:

<b>Project</b>	<b>Consultant</b>	<b>Evidence of Experience</b>
Parks Plan 2025	MIG	<a href="#">About MIG   MIG (migcom.com)</a>
LO Adult Community Center	Polymath	Sean Barnett, <a href="#">Home – Polymath StudioPolymath Studio</a>
LO Indoor Tennis Center	Polymath	Oliver Brandt, <a href="#">Home – Polymath StudioPolymath Studio</a>
LO Aquatic & Recreation Center	SEA	Sid Scott, <a href="#">Scott Edwards Architecture (seallp.com)</a>

**Related Documents:**

The Park Analyst/Project Manager job description and current resumes of position holders are located in the evidence folder of section 4.2 Staff Qualifications.

**Responsibility/Contacts:** Director, Park Analysts/Project Managers, Administrative Assistants