

CITY OF SALEM
PARKS AND RECREATION ADVISORY BOARD (SPRAB)
ON-LINE MEETING AGENDA

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This regular meeting of the Salem Parks and Recreation Advisory Board will take place online. This page will tell you how to participate in this digital format. The agenda for the meeting is on page two.

DIGITAL MEETING INFORMATION

The City will be using ZOOM software to host this meeting. If you are new to ZOOM, you will be able to access the meeting without downloading the application. If you wish to download the software, that option will be provided when you click on the link to the meeting.

To access the September 9, 2021, 5:30 p.m. Zoom meeting from computer, tablet, or smartphone click on the following link: <https://us02web.zoom.us/j/86836717128>

You can also view the meeting on YouTube at the following link:
<https://www.youtube.com/channel/UCQLj9RKZNHu4wfYcs> TC0TA

PUBLIC COMMENT

Contact Toni Whitler, Parks Planner, at twhitler@cityofsalem.net if you wish to provide public comment on any agenda or non-agenda item.

Email comments: Please provide email comments **no later than 3:00 p.m. the day of the meeting.**

Live, public comment: Please contact Toni Whitler **no later than 3:00 p.m. the day of the meeting.**

Public comments will only be addressed during the public comment period as noted on the agenda (see Agenda on page 2) and will include comment on agenda and non-agenda items. Email comments submitted will be addressed during the comment period.

CONTACT INFORMATION

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CITY OF SALEM
PARKS AND RECREATION ADVISORY BOARD
DIGITAL AGENDA
September 9, 2021 – 5:30 p.m.

**BOARD MEMBERS, CITY STAFF &
UPCOMING MEETINGS**

BOARD MEMBERS

Dylan McDowell, Chair
Micki Varney, Vice Chair
Alan Alexander
Tony Caito
Woody Dukes
Dave Fridenmaker
Rick Hartwig
Keith Norris
Paul Rice

CITY STAFF

Robert Chandler, Assistant Public
Works Director
Mark Becktel, Operations Division
Manager
Patricia Farrell, Parks and Natural
Resources Planning Manager
Jennifer Kellar, Parks and Recreation
Services Manager
Becky George, Recreation Supervisor
Milan Davis, City Urban Forester
Toni Whitler, Parks Planner & Board
Liaison

UPCOMING MEETINGS

- City Council – September 13 & 27, 6:00 p.m.
- City Council Work Session – Climate Action Plan
- September 20, 6:00 p.m.

LINKS

BOARD WEB PAGE:

<https://www.cityofsalem.net/Pages/parks-and-recreation-advisory-board.aspx>

AGENDA

- 1. CALL TO ORDER** (5:30 p.m.)
- 2. ROLL CALL**
- 3. MINUTES** (5:40 p.m.)
 - a. Park Usage & Permitting Subcommittee – August 24, 2021
(*PUP Members to approve*)
 - b. July 8, 2021 (August meeting cancelled)
- 4. PUBLIC COMMENT** (*Public Comment for agenda and non-agenda items, 3 minutes.*) (5:45 – 6:00 p.m.)
- 5. BOARD ITEMS/PRESENTATIONS** (6:00 – 6:45)
 - a. Recommendations from the Park Usage & Permitting Subcommittee – *Dylan McDowell* - **ACTION ITEM**
 - b. Status of Unsheltered Individuals in Parks – *Gretchen Bennett, City Manager's Office*
 - c. Salem Parks Foundation Annual Report – *Carol Snyder, President*
 - d. ~~Salem Beaver Strategy – *Jennifer Mongolo, Natural Resources Planner*~~
This item has been postponed.
- 6. BOARD MEMBER UPDATES** (6:45 – 7:00 p.m.)
- 7. INFORMATION REPORTS – WRITTEN** (7:00 – 7:15 p.m.)
 - a. Mission Street Park Conservancy Minutes
 - b. Urban Forestry Update
 - c. Parks & Natural Resources Planning Update
 - d. Parks Operations Update
 - e. Recreation Services Update
 - f. Park Damage Report
- 8. NEW BUSINESS** (7:15 – 7:30 p.m.)
- 9. NEXT MEETING**
 - a. October 14, 2021
- 10. ADJOURN**



PARKS USAGE AND PERMITTING SUBCOMMITTEE

DIGITAL MEETING

August 24, 2021

MINUTES

PUP MEMBERS PRESENT

Dylan McDowell
Alan Alexander
Woody Dukes
Keith Norris

PUP MEMBERS ABSENT

SPRAB / STAFF PRESENT

Robert Chandler
Jennifer Kellar
Becky George
Marc Weinstein
Toni Whitley
Micki Varney
Kimberly Spivey

1. WELCOME AND ROLL CALL

Chair McDowell called the meeting to order, recapped the subcommittee’s previous meeting and explained that the goal of this meeting is to finalize the memo to be presented to SPRAB and then City Council. He recommended that members discuss whether they have any concerns about the memo as it is currently written.

2. APPROVAL OF MINUTES

Member Alexander motioned to approve the minutes from the subcommittee’s August 9th, 2021 meeting. Member Dukes seconded. **All in favor; minutes approved.**

3. PUBLIC COMMENT

No public comments submitted for this meeting.

3. DISCUSSION OF POTENTIAL ALTERATIONS TO MEMO

Member Alexander stated that he has concerns on how recommendation #10 will be enforced, and whether this enforcement will affect homeless people in parks. He believes the idea of “enforcement” is ill-defined.

Robert Chandler explained that recommendation #9 is an exclusion of individuals/groups who have caused damage from receiving future permits, and recommendation #10 relates specifically to the exclusion of individuals/groups who have caused damage from utilizing parks; it is the equivalent of a no-trespassing policy issued against an individual or group.

Member Alexander expressed concern that recommendation #13 (relating to the notification of all residents and business owners for sound permits) could be an extreme challenge for permit applicants. He is curious to hear what recommendations others may have for enforcement of the notification process. Regarding recommendation #15, he

believes it is a good idea, but that the wording could be broadened to include “health issues”.

Member Dukes expressed concern that holding park users responsible for damages by preventing further permit issuance would be difficult to track; another individual from the offending group could simply apply for the permit next time. Regarding sound amplification notices, Member Dukes suggested that the recommendation apply primarily to smaller events and notifying park users in the immediate area. He pointed out that enforcement could be an issue because a park ranger must observe a violation in order to enforce, and the park ranger will not be available to directly observe events at all times. Member Dukes stated that he believes permitting must continue even during a pandemic, in order to assist enforcement.

Member Norris voiced agreement with all recommendations made thus far, particularly recommendation #11. He suggested that Councilor Nordyke’s previous request about alcohol usage in parks be analyzed and discussed.

Chair McDowell proposed addressing the recommendations in numerical order moving forward. Chair mentioned he had suggestions regarding #5 and #11, which would be explained in detail later. He specifically recommended that the following wording be added to recommendation #5: “The addition of one or more park rangers should be considered by the City.”

Member Alexander posed a question to Robert Chandler: “Don’t all code compliance officers have the ability to write citations for violations of City rules?” Robert Chandler responded that compliance officers are sworn in to enforce specific sections of Salem Revised Code and may not have the ability to cite all types of violations; Marc Weinstein confirmed. Member Alexander expressed concern that one park ranger will be unable to uphold the recommendations made in #5.

Member Norris suggested that the wording of recommendation #5 could be broadened to include additional compliance officers and/or the allocation of other City resources. Member Alexander offered up the specific wording “consideration of” additional park ranger resources, as well as use of other qualified City resources. The subcommittee unanimously supported these suggestions.

Regarding recommendation #10, Member Alexander questioned what recourse the City would have if damages were made to parks by individuals/groups who do not have a permit. His concern related to the homeless population camping illegally in parks, and whether violation enforcement would cause unintended consequences.

Chair McDowell inquired if Member Alexander would recommend striking #10 and sticking with #9 moving forward. Chair then requested feedback from other members of the committee.

Member Norris agreed that removing #10 and keeping #9 would make sense for the purview of the subcommittee. He also stated that the details of enforcement are not necessarily the subcommittee's responsibility to determine at this point.

Member Dukes agreed that dropping #10 would make sense, and that the topic of #10 should be brought up at another time, as it remains an important issue. He stated that it would be ideal to be able to enforce violations that are disturbing other park users, including fellow homeless.

Chair McDowell proposed that the wording of #10 be softened to recommend that the City explore possibilities for excluding individuals from the park for unpaid damages. This would allow the item to come back to SPRAB in the future for reconsideration.

Member Alexander reiterated his concern that the definition of a "violation" is not clear and enforcement could cause issues.

Marc Weinstein clarified that the subcommittee does not want repeat damage-causing offenders to avoid consequences, but also does not want to cause inequity in enforcement by punishing those who would do not have the means to repay damages. He explained that a certain level of damage becomes criminal mischief, and when this occurs, it is common for the district attorney to seek restitution.

Member Norris requested clarification regarding Section 94 – does the director not already have authority to exclude users from parks? Robert Chandler and Marc Weinstein agreed that such wording may already exist, and further research would be needed to confirm.

Member Dukes inquired if there is a dollar amount threshold before damage becomes criminal mischief. Marc Weinstein explained that criminal mischief is based on the amount of damage done, at the discretion of the district attorney's office. In the case that the district attorney decides to prosecute, it is usual practice for the district attorney to reach out to the City for restitution numbers.

Member Dukes clarified that the intent of these recommendations is not necessarily to recoup damage costs, but to prevent the offending party from causing further damage.

Keith Norris provided a reference to SRC 94.210 Park Exclusion. Upon reviewing Member Norris's provided reference, Chair McDowell agreed that recommendation #10 should be removed. The subcommittee agreed.

Chair McDowell recommended that the wording in #11 be strengthened from “should consider” to “should establish a policy”. He suggested that the wording should also call out Riverfront Park as having separate rules, “with special attention to high traffic and multi-use areas such as open grass fields and pathways”.

Robert Chandler asked if the terminology “rules” or “policies” should be used. Chair McDowell confirmed “policy” would be the most appropriate wordage.

Member Alexander expressed his ongoing concern that excessive repeat usage of parks facilities by individuals or groups negatively affects other park users. Chair McDowell agreed that groups being granted indefinite repeat usage on specific times or dates has been mentioned as a significant concern via several public comments.

Member Norris suggested that certain areas of the parks should be left open for drop-in use at various times, which would help limit the egregious repeat usage by specific individuals/groups. The subcommittee agreed with this suggestion.

Chair McDowell asked Member Alexander to elaborate on his concerns with the feasibility of recommendation #13. Member Alexander reiterated that notification of residents and business owners would be very difficult to implement with this requirement. Chair McDowell explained that wording currently exists in the permitting process which places the onus of sound notification on the permit applicant. The recommendation is for the City to analyze possible ways to implement and enforce this.

Robert Chandler suggested that the City has the ability to notify residents using GIS maps/ mailing lists. It would be conceivable to create mailing lists for a certain geographic area. The cost of mailing could be factored into the permit cost. Member Norris supported this idea but voiced concern that a City-mailed letter could cause confusion and appear to be a City-sponsored event. Member Dukes inquired if a mass mailing would contain contact information for the permit holder or for the City, if any residents had questions regarding the event. Robert Chandler responded that this was a good question and would require additional research. Member Alexander agreed that the primary purpose of this recommendation was to encourage the City to explore enforcement options.

Chair asked the subcommittee for their feedback regarding recommendation #15. Member Norris offered that he found the current wording too narrow. Member Alexander suggested the wording be broadened to encompass “future health-related emergencies” and not just COVID-19.

Chair McDowell referenced Member Norris’s earlier suggestion about discussing Councilor Nordkye’s concerns over alcohol usage in the parks. Chair McDowell offered that he researched alcohol usage requirements in other cities and believes the City’s current policies seem to be in line with others.

Member Alexander inquired if the 14% alcohol limit has been waived for special circumstances. Robert Chandler confirmed that previous limits allowed beer and wine only, and specific requests were made to allow spirits, particularly for events in Riverfront Park.

Member Norris affirmed that he believes current restrictions are adequate, and no additional wording needs to be added to the memo regarding alcohol usage.

4. CLOSING

Robert Chandler inquired if the subcommittee would be comfortable motioning to tentatively approve the memo as written, with the provision that the Chair be able to further review without reconvening the entire committee.

Chair McDowell thanked the subcommittee for their work. Member Alexander commended the subcommittee for taking extended time to consider all of these recommendations.

No additional comments or suggested revisions.

Member Alexander motioned to approve the memo as amended, with permission for the chair to sign off on final wording before the memo is brought to SPRAB. Member Dukes seconded.

All in favor; motion passed.

5. NEXT MEETING

The subcommittee will reconvene to present their recommendations at the SPRAB meeting on Thursday, September 9th at 5:30 p.m.

6. ADJOURN

7:02 PM

Minutes: Kimberly Spivey



**SALEM PARKS AND RECREATION ADVISORY BOARD
DIGITAL MEETING
July 8, 2021
DRAFT MINUTES**

MEMBERS PRESENT

Alan Alexander
Woody Dukes
Dylan McDowell
Micki Varney
Keith Norris
David Fridenmaker
Paul Rice
Tony Caito
Rick Hartwig

MEMBERS ABSENT

STAFF PRESENT

Patricia Farrell
Jennifer Kellar
Milan Davis
Becky George
Deborah Topp
Rob Romanek

1. ROLL

All members present.

2. APPROVAL OF MINUTES

Micki Varney moved to accept minutes from previous meeting. Alan Alexander seconded. Minutes approved with no changes.

3. PUBLIC COMMENT

Mary Grainey stated that she was recently told about the Landscape Management plan that is being prepared for Bush Park. She reviewed the plan and appreciated the comments about climate change and how it would affect us in the future. She expressed that she is concerned about the amount of kindling in the tall grass especially above the parking lots by the hospital on the hillside. She suggested the management plan talks about fuels management in the parks and fire danger and a plan for public communication. Chair McDowell thanked her for expressing her concerns. No other questions or comments regarding this.

4. CHIEF WOMACK INTRODUCTION

Chief Trevor Womack introduced himself and presented a slide show of goals and plans.

Vice Chair Varney thanked the Chief for his presentation and asked for some examples of the work on community trust in justice and if there were plans for the future as well. Chief Womack answered that he is very methodical in his planning, so they are currently taking time to lay the ground work. He said for the future he could see a series of listening sessions where there is a safe space for the community to give their thoughts and opinions, and then taking those into consideration when making decisions moving forward and reporting back to the community on the changes. It would be an ongoing process.

Member Alexander asked what the biggest challenge has been for him so far. Chief Womack said that his biggest challenge has been needing more police staff.

Member Norris expressed concern for the safety of Parks staff and park patrons as well and asked him to talk about how he's proactively trying to ensure that safety. Chief Womack stated the approach is safety and awareness training for the City staff and having an officer present at all planned clean ups of the Parks. There is also always a Police staff whenever requested. They try to communicate and coordinate the best they can. They are exploring ideas right now about using overtime to be more present in those parks.

Chair McDowell asked about the relationship with the Park Ranger. Chief Womack explained that he swore him in for more duties today and they have a great relationship. Chair McDowell thanked the Chief for his time, and Chief Womack thanked the board for their volunteer time. No other questions or concerns.

5. BOARD ITEMS/PRESENTATIONS

a. Revised Geer Park Master Plan

Rob Romanek presented the changes in the Geer Park Master Plan.

Chair McDowell asked what they will be doing with the space since they reduced the size of the parking lot and if they are updating the parking lot in a phased approach along with the rest of the park. Mr. Romanek answered they will most likely be updating the skate park and the bike park but there may be a time when the parking lot is not complete yet and the skate and bike parks are. The next phase would probably be focused on the playground and splash pads and other features in that area, and they would most likely do a half development of the parking lot, in the Northern half and would develop 35 parking stalls which would serve everything except the multi-use field. The area of the park that was going to be used for the parking spaces will just be left as open space for now. If after everything was built there were parking demand issues it would require an amendment to the master plan, but they could modify this parking lot to provide more parking.

Chair McDowell asked if there would be any value in adding trees for the canopy in that area. Mr. Romanek answered that yes it would.

Member Alexander asked how they determined that 70 spots would be adequate. Mr. Romanek answered that it was in response to Council direction. They are trying to reduce parking, as requested by City Council, in a logical fashion. He stated he wasn't sure that it would be adequate parking for all the events they may have there. If there were parking demand issues down the road, he would imagine a couple scenarios could happen: building more parking onsite with Masterplan amendment or management actions such as using a different parking lot somewhere else or a shuttle possibly. Member Alexander mentioned he is still concerned because this park is not surrounded with neighborhoods so everyone would have to find a way to get to the park.

Chair McDowell stated that if they did choose to approve this plan, they could also provide commentary on the previous recommendation.

Member Norris seconded all of Member Alexander's points and asked if the bike parking was still included or if it needed to be on the Master Plan. Mr. Romanek answered it is not typically included in park master plans so it is not on the Master Plan but would be added with any improvements of the park. Member Norris asked if there are also electric charging stations at the park. Mr. Romanek answered that the electrical infrastructure would be available for electric charging. They will evaluate the quantity of electric charging stations that would be appropriate at the time of development.

Member Norris asked how the amount of parking spots identified as needed compare to what they have now, does it meet the need or overshoot it. Mr. Romanek deferred to Becky George and Becky answered that when tournaments are taking place there currently, the parking lot is close to or at capacity. Member Norris asked why the curbside drop off was removed. Mr. Romanek answered it was due to the restructuring of the parking lot, but it does still have maintenance access. Member Norris noted that he agrees that public transportation needs to be improved for this.

Member Rice stated that it appears unless there are tournaments the number of parking spots will be enough but that if there is a tournament parking will be an issue and that people going to tournaments would not be/not want to be using public transportation.

Member Fridenmaker expressed his concern about the revisions because it seems like they are only addressing the parking but not the design of the park that draws people to it and the purpose of the park. He asked if there is a reason it needs to be passed now instead of revisiting what the park should look like, so it doesn't draw so many vehicles to the park. Mr. Romanek answered that the mentality of it was that if they built the park today that's what it would look like, but it will not occur immediately. Member Fridenmaker noted that they should focus on the overall masterplan for the park system to include greenhouse gas emission goals which could change the design for the park. Patricia stated the comprehensive parks system masterplan will be updated after the City adopts a new Our Salem plan. But there is an identified need for parks and for ball fields in community parks, so they are trying to meet demand. This is also one of the few spots they have that is flat, and centrally located.

Member Hartwig noted that Cherriots is aware of the master plan and development and converting to electric buses. As the master plan gets adopted and demand rises from this, they will look at possible route changes.

Chair McDowell stated that Member Fridenmaker raised good points to consider and that this has been a long process working on the master plan. Vice Chair Varney noted that she could see both sides of the conversation and liked the suggestion of an off-site parking location with a shuttle. She also recommended planting more trees along the park to offset the greenhouse gas emissions. Mr. Romanek answered that they have been planting some trees recently.

Chair McDowell asked if the dog park expansion was requested by the public or was it from Council direction. Mr. Romanek answered there was a lot of interest in the dog park, but not a lot of direct comments on the size of the dog park. Chair McDowell stated they can either recommend adoption of the plan as presented, reject/request changes, or adopt with changes. Since he was hearing a lot of concerns he suggested if they were to recommend adoption, they would want to be clear this is the furthest they would want to go regarding reducing the size of the parking lot. They should also note that this needs to be paired with thoughtful investment in public transit and prioritizing trees in every area to offset the greenhouse gas emissions.

Member Rice noted that a lot of work has gone into this and to reject the plan could mean losing a lot of good work. City Council has the ultimate authority of approval. He would be in favor of recommending approval with concerns regarding the parking lot being reduced to the point that it may hinder use of the park.

Member Alexander stated he is still very concerned and cannot support approval as is. He said he could support requesting changes.

Vice Chair Varney noted she likes the suggestion of adopting with changes requested.

Member Fridenmaker suggested to stick with our original recommendation to avoid delaying the adoption of the plan.

Chair McDowell agreed that could be an option to recommend adoption of the original plan instead of the revised one. He explained there is the climate action plan, and the Our Salem plan, and Council goals for cutting greenhouse gas emissions so they have targets set. The data they have shows that cars/transportation in Salem is the largest greenhouse gas emitter and that may be the reasoning for them eliminating the parking. He is more in line with what

Member Norris said about if they are going to cut parking, there needs to be investment or simultaneous decision into some other mode of transportation to get people there.

Member Hartwig expressed regarding Cherriots, when there is a need there will be a solution.

Member Alexander stated from what he's heard there is a long list of routes people are requesting and from what he understands the funding for Cherriots comes mostly from grants so it may be more difficult to get a new bus route.

Member Dukes noted he agreed with Member Fridenmaker to stick with the original masterplan. Chair McDowell noted that we could recommend adoption of the original plan with caveats. Member Dukes also noted the plan has time to change and is not being installed right away so it could still get addressed and changed later. Member Norris shared screen of motion suggested. Chair McDowell said he was very happy with the wording. Vice Chair Varney suggested they add maximizing tree canopy. Member Alexander noted that he would like to note that they stand by their original recommendation but if they are going with the revised plan, they encourage a few things. Member Fridenmaker suggested we state the maximizing of

tree canopy in the park is for the reduction of greenhouse gas emissions since it might not be readily apparent.

No other questions or comments.

Vice Chair Varney moved Member Alexander seconded to stand by their recommendation of the original plan approved by SPRAB on March 11, 2021, but if Council chooses to pursue the revised plan, they encourage they do so with the following: 1. Enhancement of public transportation options that are implemented simultaneously with development of the park; and, 2. Maximizing tree canopy in the park for offsetting greenhouse gas emissions.

Motion carried unanimously.

b. Bush's Pasture Park & Deepwood Estate Gardens Draft Cultural Landscape Management Plan Presentation

Paul Agrimis presented. Member Dukes commented he was very pleased with this presentation. Chair McDowell asked Mr. Agrimis to answer the public comment question. Mr. Agrimis answered the plan is focused on addressing climate change. In terms of fuel loading it is a very specific management recommendation, there is a balance to be struck to keep all ecosystems healthy.

Chair McDowell asked in survey number 3 the number of people filling it out dropped quite a bit. Mr. Agrimis answered that he is still absorbing the input from open house 3 as well, he wasn't surprised about the drop off but was surprised at how big it was. Patricia clarified the question was 'do you think the plan provides a way to move enough recommendations to manage the park in the future?' and a lot of people were neutral.

Member Fridenmaker commented it was very well done but wondered why there was no discussion about the wildlife in the park and that existed before the park and how the management plan is addressing those animals. Mr. Agrimis answered that it's easier to inventory the plant community since it doesn't change as much but surveying wild life is more intensive. Patricia added that the plan focused more on habitat than the individual species. Member Fridenmaker commented that he would've liked to see more discussion about the wildlife and recommendations that they would be considered for any changes going forward.

Member Alexander noted that Patricia was able to join his neighborhood association meeting and presented this information and it was very well received. Member Hartwig asked where they will be moving the art fair to and how much will be moved. Patricia answered they have been talking to the Salem Art Association, and they are looking to move them away from the oaks in unpaved locations. There should still be plenty of shaded locations. They are just looking to reduce foot traffic on the oak roots and lawn areas.

Chair McDowell noted how nice it was to see the partnership with tribal community and expected continued partnership. Member Rice noted regarding the wild life, that park is a modified natural area island and it doesn't have much diversity. Vice Chair Varney noted that it

was an impressive document. Member Dukes commented the grey squirrels are not natives, they were introduced in the 30s.

No other questions or comments.

Member Hartwig moved, and Member Alexander seconded to endorse the *Bush's Pasture Park and Deepwood Estate Gardens Cultural Landscape Management Plan* and forward a recommendation to City Council for approval. Motion carried unanimously.

6. BOARD MEMBER UPDATES

a. Library Strategic Plan Steering Committee Update

Member Norris provided updates. No other questions or comments.

b. Park Usage and Permitting Committee Status Update

Chair McDowell provided updates. No other questions or comments.

7. INFORMATION REPORTS

(Information reports will now be provided as written reports ahead of the meetings.)

a. Mission Street Parks Conservancy Quarterly Report

Christine Chute presented the Mission Street Parks Conservancy Quarterly Report. Christine also requested that SPRAB make a formal motion and providing a letter in support of the brickwork project.

Chair McDowell clarified she is asking for a letter in support to help with the fundraising effort. Christine confirmed that is correct.

Member Dukes commented that the structure really does need to be redone and it's a significant piece in that part of the garden. Chair McDowell asked if she could provide sample text if they do write the letter. Christine agreed to providing sample text to help write the letter.

Member Norris asked how much fundraising was done and what the overall budget was, and what the replacement timeline looks like. Christine answered they have hired a mason with experience with historic brick work who will do all the brickwork in September. The project won't be finished until about March 2022 because it has roses in the brickwork. They are looking to have an open house in May or June next year. The overall budget is about \$20,200, \$18,000 is the cost of the mason and the City of Salem is funding about half of the project. Christine said they are reusing the bricks where they can, and where they cannot the City has a stash of historic bricks. Christine confirmed that there is already a plan for maintenance once the brickwork is complete. She also noted one of the best things they are doing is that the bricks are just on a sand base right now, but they are going to take that all out, put sand and gravel down, and then a concrete base and then replace the bricks over that. It should be a much more solid surface.

Member Alexander said he would support this with the caveat that they provide sample text for the letter. Chair McDowell offered to write the letter, and to be sign his name at the bottom of the letter if needed.

No other questions or comments.

Chair McDowell moved that he will write a letter in support of the brickwork project. Member Dukes seconded. Motion carried unanimously.

b. Urban Forestry Update

Milan Davis presented the Urban Forestry update. Member Norris asked how the City waters new/existing trees. Milan answered they will usually water for up to 2 years and up to 3 years if needed and they water as fast as they can. Vice Chair Varney asked if there is an amount of water that will help her big leaf maple trees. Milan answered it would help to do a deep watering, once or twice a month let the water run on the tree for about an hour. Member Hartwig thanked Milan for using Rasmussen to spray for aphids on a City tree in front of his house. Milan said they may be looking into other solutions in the future as well.

No other questions or comments.

c. Parks & Natural Resources Planning Update

Patricia Farrell presented the Parks & Natural Resources Planning update.

No other questions or comments.

d. Parks Operations Update

Jennifer Kellar presented the Parks Operations update. Member Rice asked how it was going on the unsheltered camp clean ups and if they have still had luck reducing the number of encampments. Jennifer confirmed that is the case at Wallace but at Cascade Gateway they have been focusing on the sheltered areas and since they did that more folks have moved in and the car campers are breaking in through the bollards and damaging them.

Member Norris asked what the timeline was for the clean up to be completed. Jennifer explained the timeline is fluid because it is contingent on available housing, so they have a place offered to go. Last they heard realistically the clean up would go all the way through summer and into fall.

No other questions or comments.

e. Recreation Services Update

Becky George presented the Recreation Services update. Chair McDowell asked if they put a notice up in the parks ahead of time to let people know about the big event (Iron Man) coming. Becky answered yes, they do.

No other questions or comments.

8. New Business

No New Business.

9. NEXT MEETING

The meeting for August was cancelled. The next scheduled meeting will be September 9, 2021.

10. ADJOURN

The meeting adjourned at 8:18 PM

Minutes: Michelle Starbuck

TO: Salem Parks and Recreation Advisory Board

FROM: Parks Usage and Permitting Subcommittee
Salem Parks and Recreation Advisory Board

DATE: September 9, 2021

SUBJECT: **Report from the Park Usage and Permitting Subcommittee's Review of Park Policies and Practices**

Background

On May 10, 2021, the Salem City Council approved a motion directing the Salem Parks and Recreation Advisory Board (SPRAB) to “develop recommendations for usage and permitting of events at City parks.” At its regular May 13 meeting, SPRAB appointed four members to serve on a Park Usage and Permitting Subcommittee. This group was tasked with developing the recommendations per the Council motion. This memorandum summarizes the work of the subcommittee and is submitted for consideration by the full membership of SPRAB.

Methodology

For over two months following the May 13 SPRAB meeting, members of the Park Usage and Permitting Subcommittee worked independently, reviewing the City of Salem’s permits, webpages, policies, and ordinances related to park usage, policies, and permitting. The subcommittee members also reviewed various policies and practices of other jurisdictions, including City of Bend, City of Corvallis, City of Eugene, City of Grove City (Ohio), City of Hillsboro, City of Keizer, City of Portland, and Marion County. Attachment 1 contains a full list of the references provided by Public Works staff to the members of the subcommittee for their review. To consider issues related to equity, diversity, and inclusion, the subcommittee met with the LGBTQIA+ Intersectional Task Force of the Salem Human Rights Commission (HRC) in June and met with the entire HRC in July. These two meetings were open to the public.

The subcommittee held two public meetings. The first meeting was on August 9 during which members met for the first time to review and discuss their research and preliminary findings. The second meeting of the subcommittee was on August 24 and resulted in approval of this memorandum. The City of Salem Public Works staff supported the subcommittee throughout the process, providing documents, links, and references for review and comment, compiling the results, and preparing an early draft of this memorandum.

Summary of Results

The Park Usage and Permitting Subcommittee developed a broad set of recommendations for the City to consider. Members suggested, for example, that permit applicants should be required to acknowledge having read and understood the City’s expectations for proper conduct in parks. Additionally, permit applications should clearly require event organizers to meet the accessibility requirements of the Americans with Disabilities Act (ADA) at public events. Members suggested that permittees who fail to

follow park rules, do not obtain required permits, or who fail to repay the City for damages caused by their event should be prohibited from obtaining future permits. Additionally, a reporting hotline is recommended for park users who feel they have been harassed or subjected to discrimination. Subcommittee members also provided recommendations specific to permitting, public notification, and enforcement of park-related provisions in City codes, rules, and policies. The recommendations contained in this section are a selection of the broader set of comments from the subcommittee. The recommendations below have been modified for formatting and clarity purposes but are otherwise based on the original feedback from the members. The recommendations are not listed in order of importance or priority of implementation. Attachment 2 is an unabridged compilation of all the comments and recommendations received by Public Works staff from the subcommittee members. Beginning with the August 9 public meeting and continuing to the date of this memorandum, comments and recommendations made by subcommittee members have been incorporated into the Key Recommendations section below.

Key Recommendations

1. Statement of Expectations on permits. The City should develop a statement of principles or expectations regarding appropriate behavior in City parks. The statement should be posted at prominent locations in the parks. The statement should be designed to be applicable to all park users. The statement should unequivocally declare that park users should not be subjected to harassment, intimidation, or verbal abuse by other park users. The statement should be incorporated into permit applications with a signature of the event organizer acknowledging having read and understood it.
2. Reporting acts of discrimination. It is not clear what options park users have in instances in which they feel threatened or discriminated against. The City should at least be able to track such occurrences and should set up a hotline with language similar to the below that is posted at key locations in City parks.

Discrimination: *The City of Salem values all persons without regard to race, color, religion, national origin, sex, age, marital status, domestic partnership, disability, familial status, sexual orientation, gender identity, or source of income. If you believe that you have been discriminated against by another park user or by a City program, activity, or facility; or if you desire further information, please contact the Public Works Department at 503-588-XXXX.*

If you believe there is a serious or health-threatening emergency situation in progress

DIAL 911.

3. Accessibility at events. Event organizers should be required to ensure their public events are accessible per the Americans with Disabilities Act (ADA). In addition to the physical aspects of a venue, event organizers may also be required to provide signage and other indicators of reserved seating, reserved parking, and accessible routes to and from an event. A statement to this effect should be incorporated into all facility reservation agreements.

4. Summary of rules and potential consequences on permits. The City should clearly state on permit applications that park rules and regulations must be followed and required permits must be obtained. Language should be included indicating that if the rules are violated or permits not obtained, the event organizer or the organization itself may not be allowed to reserve a facility in the future. Event organizers must be required to sign the permit application acknowledging they have read and understood.
5. Enforcing violations of park rules. Violators of park rules—dogs not on leash, smoking, using facilities without permits, driving on turf, etc.—should have an expectation of enforcement actions being taken against them. Enforcement is a matter of policy and resources and should be evaluated by City staff. The addition of more Park Rangers or Compliance Officers should be assessed.
6. Tiered fines for repeat violations. It might be possible that the fine for using a park facility without a reservation is lower than the fee charged for using that facility. Therefore, there should be a tiered system of fines so repeat violators of park rules pay higher penalties.
7. Notification of event impacting other park users. The City should consider posting information regarding upcoming events that will be using walkways, bridges, or amplified sound notifying other park users that an event will be conducted that may have an impact on their use of the park.
8. Posting approved permits. The City should consider posting approved permits at the reservable locations where an activity will be taking place so that others are aware of the approved times and to reduce the risks of an opportunity user inadvertently taking a space in advance of the arrival of the party that has reserved the facility.
9. Exclude individuals or organizations from permits based on unpaid damage. The Director should have the authority to exclude an individual or a group from reserving a park facility if the individual or group has caused damage to park property and not reimbursed the City for the cost. Similarly, permits should not be issued to individuals or organizations that have not paid permit fees from previous events.
10. Limit multiple reservations. The City should establish a policy that limits the ability for one group to make multiple reservations at the same location on the same day(s) over an extended period of time. The concern is the potential for a single entity to block the same reservable area on the most popular days of a season over many weeks or months. Policies should be developed specifically for Riverfront Park, with special attention to grass fields and other multi-use areas.
11. Sound Permit – Maximum allowed dB. Enforcement of sound permit violations should be clarified in SRC 51 and on the permit application itself regarding permissible hours, maximum allowable dB levels, and how levels are determined.
12. Sound Permit – Notification requirements. Applicants for sound permits are required to notify residents and business owners within a certain distance of sound source. From a

practical aspect, this is a challenge for most applicants. Consider, for example, all the apartments and condominiums located near Riverfront Park. The City should review the notice requirements for residents and business owners and determine if there is a way the City can facilitate the notification requirement and charge an appropriate fee for cost-recovery.

13. Prohibit bad behavior. Section 1.010 (Prohibited Activities) of the City of *Eugene's Parks and Open Space Rules* includes a provision prohibiting "participating in a disturbance or riotous behavior that interferes with the reasonable use by the general public of the park, open space, or facility." The City should consider incorporating similar language in its codes, rules, permits, or policies.
14. Develop protocols for state-issued restrictions on outdoor gatherings. In the summer of 2020, the Oregon Health Authority (OHA) issued restrictions on gatherings in public spaces that made it the responsibility of the City to ensure certain COVID-19 safety procedures were followed in our parks. The City did not have the resources necessary to meet the state-mandated requirements and, in response, stopped issuing new permits and canceled all active permits. While reducing the City's risks and liabilities, this action also resulted in unregulated use of the City's park facilities. The City should review lessons learned from this period and develop procedures to follow in the event of future health emergencies. Among the options to consider: (1) Implementing enforcement against those who use amplified sound or who set up tents/canopies without a permit; (2) Identifying means by which event organizers assume responsibility for following OHA guidelines while indemnifying the City; or (3) Establishing contractual arrangements with third parties who can monitor events and ensure compliance on behalf of the City, with the event organizer bearing responsibility for the costs.

Next Steps

The work of the Park Usage and Permitting Subcommittee has been completed with the submittal of this memorandum to the Salem Parks and Recreation Advisory Board. After review and discussion by all board members, and subject to legal review by the City's Attorney's Office, we recommend SPRAB send an approved set of recommendations to City Council for its consideration, thereby fulfilling its charge under the adopted Council motion of May 10, 2021.

Respectfully Submitted by the Park Usage and Permitting Subcommittee,

Dylan McDowell, Chair
Alan Alexander
Woodrow "Woody" Dukes
Keith Norris

Attachments:

1. List of references made available for review by the Park Usage and Permitting Subcommittee
2. Compilation of comments and recommendations of the Park Usage and Permitting Subcommittee
3. Public Comment

cc: Robert D. Chandler, PhD, PE, Assistant Public Works Director
Mark Bechtel, AICP, Operations Division Manager
Jennifer Kellar, Parks and Recreation Services Manager
Becky George, Recreation Supervisor
Marc Weinstein, Assistant City Attorney

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List of References Made Available for Review by the Park Usage and Permitting Subcommittee

Introduction. The following resources were made available by City Staff to the members of the Park Utilization and Permitting Subcommittee of the Salem Parks and Recreation Advisory Board.

Policies and Practices of the City of Salem

City Council and Human Right Commission

City of Salem, Oregon. May 10, 2021. Council meeting. “Motion from Councilor Vanessa Nordyke regarding City park usage and event permitting.”

<https://saalem.legistar.com/LegislationDetail.aspx?ID=4938892&GUID=BF436C27-DB12-4451-999C-6115E2C7212F>. (Accessed: July 30, 2021)

City of Salem, Oregon. May 10, 2021. Council meeting, video recording. *[Note: Discussion of Councilor motion starts at 1:07:30 and ends at 1:40:40.]*

https://www.youtube.com/watch?v=_UAp51oatZ0. (Accessed: July 30, 2021)

City of Salem, Oregon. May 13, 2021. Letter. “Regarding Mayor’s Motion which passed unanimously January 11, 2021.” Letter from the City of Salem Human Rights Commission (HRC) to the Mayor, City Councilors, and City Manager. *[Note: This document was prepared by the HRC in response to a Council-adopted motion on January 11, 2021, in which Council requested “a report from the Human Rights Commission on actions the City should take to promote diversity as a core strength of our community and that ensures everyone - regardless of culture, race or ability - can thrive in safety and dignity.”]* The Council motion is available at:

<https://saalem.legistar.com/LegislationDetail.aspx?ID=4746685&GUID=6ABFEE4C-5B7F-4EFE-8918-E8EAB56EC241>. (Accessed July 30, 2021)

City Permits

City of Salem, Oregon. Application. “Community Event Permit Form (Street or Alley Closure/Parade Permit).” <https://www.cityofsalem.net/CityDocuments/community-event-permit-application.pdf>. (Accessed: July 30, 2021)

City of Salem, Oregon. Application. “Facility Use Permit and Agreement w/ COVID-19 Addendum.” <https://www.cityofsalem.net/CityDocuments/parks-facility-use-permit.pdf>. (Accessed: July 30, 2021)

City of Salem, Oregon. Application. “Riverfront Park Permit Application.” <https://www.cityofsalem.net/CityDocuments/riverfront-park-permit-application.pdf>. (Accessed: July 30, 2021)

**List of References Made Available for Review by the
Park Usage and Permitting Subcommittee**

City of Salem, Oregon. Application. "Short-term Concessionaire Permit Application."
<https://www.cityofsalem.net/CityDocuments/short-term-concessionaire-permit-application.pdf>. (Accessed: July 30, 2021)

City of Salem, Oregon. Application. "Sound Event Permit Application."
<https://www.cityofsalem.net/Pages/apply-for-a-sound-permit.aspx>. (Accessed: July 30, 2021)

Webpages related to parks usage and permitting

City of Salem, Oregon. Webpage. "Apply for an Alcohol Permit."
<https://www.cityofsalem.net/Pages/apply-for-an-alcohol-permit.aspx>. (Accessed: July 30, 2021)

City of Salem, Oregon. Webpage. "Apply for a Sound Permit."
<https://www.cityofsalem.net/Pages/apply-for-a-sound-permit.aspx>. (Accessed: July 30, 2021)

City of Salem, Oregon. Webpage. "Apply for a Tent or Canopy Permit and Rules for Tent or Canopy Use."
<https://www.cityofsalem.net/Pages/apply-for-a-temporary-tent-or-canopy.aspx>. (Accessed: July 30, 2021)

City of Salem, Oregon. Webpage. "Hosting a Community Event."
<https://www.cityofsalem.net/Pages/host-a-community-event.aspx>. (Accessed: July 30, 2021)

City of Salem, Oregon. Webpage. "Tent or Canopy Permit Application."
<https://www.cityofsalem.net/Pages/apply-for-a-temporary-tent-or-canopy.aspx>. (Accessed: July 30, 2021)

City of Salem, Oregon. Webpage. "Reserve a City Facility or Park."
<https://www.cityofsalem.net/Pages/reserve-a-city-facility-or-park.aspx>. (Accessed: July 30, 2021)

City Policies

City of Salem, Oregon. August 2005. Administrative Rules and Regulations. "Parks, Streets, and Open Spaces."
<https://www.cityofsalem.net/CityDocuments/parks-rules-and-regulations.pdf>. (Accessed: July 30, 2021)

City of Salem, Oregon. Undated Draft. Administrative Rules and Regulations. "Parks, Streets, and Open Spaces." *[Note: Committee members reviewed an internal draft updating the 2005 Administrative Rule. This draft is not currently available online.]*

List of References Made Available for Review by the Park Usage and Permitting Subcommittee

City of Salem, Oregon. Webpage. “Rules for Using a Park.”
<https://www.cityofsalem.net/Pages/park-rules.aspx>

City Ordinances

City of Salem, Oregon. *Salem Revised Code* (SRC). <https://www.cityofsalem.net/salem-revised-code>. (Accessed: July 30, 2021)

SRC Chapter 51 – Event Sound Permits

SRC Chapter 90 – Alcoholic Beverages

SRC Chapter 94 – Offenses in Parks

SRC Chapter 95 – Miscellaneous Offences (skim this one)

SRC Chapter 104 – Parades and Community Events

Policies and Practices of Other Jurisdictions

City of Bend, Oregon. “Park and Recreation District, Rentals.” [Note: Committee members were asked to review the content under the “Public Events” tab to access “Public Event Reservation Process” and read the “Guidelines for Public Events in Community Parks” and “Insurance Requirements.”] <https://www.bendparksandrec.org/facility-rental/#shelters>. (Accessed: July 30, 2021)

City of Corvallis, Oregon. “City Park Regulations” (Code of Ordinances Chapter 5.01). https://library.municode.com/or/corvallis/codes/code_of_ordinances?nodeId=TIT5OF_C_H5.01CIPARE. (Accessed: July 30, 2021)

City of Eugene, Oregon. April 18, 2016. “Park and Open Space Rules.” <https://www.eugene-or.gov/DocumentCenter/View/54906/Park-Rules-Booklet>. (Accessed: July 30, 2021)

City of Grove City, Ohio. December 2005. “Parks and Recreation Department: Fee and Charges Policy.” https://opraonline.org/wp-content/uploads/2016/10/Grove_City_2016_Fees_and_Charges_Policy.pdf. (Accessed: July 30, 2021)

City of Hillsboro, Oregon. “Civic Center Plaza Activity Permit Administrative Policy.” <https://www.hillsboro-oregon.gov/home/showdocument?id=2030>. (Accessed: July 30, 2021)

City of Keizer, Oregon. “Amphitheater and Parks.” [Note: Committee members were asked to review the “Area Reservation Application” and the Keizer Rotary Amphitheater Application/Permit.] <https://www.keizer.org/amphitheatre>. (Accessed: July 30, 2021)

**List of References Made Available for Review by the
Park Usage and Permitting Subcommittee**

City of Portland, Oregon. February 23, 2007. “City Code, Title 20 Parks and Recreation, Chapter 20.12. Prohibited Conduct.” <https://www.portland.gov/code/20/12>. (Accessed: July 30, 2021)

City of Portland, Oregon. “Noise Program.” <https://www.portland.gov/civic/noise>. (Accessed: July 30, 2021)

City of Seattle, Washington. July 6, 2015. “Code of Conduct.” Department of Parks and Recreation Rule/Policy. <https://www.seattle.gov/Documents/Departments/ParksAndRecreation/AboutUs/Parks%20Code%20of%20Conduct%20REVISED%206-1-15.pdf>. (Accessed: July 30, 2021)

City of West Linn, Oregon. “Special Events Permit Policy.” <https://westlinnoregon.gov/parksrec/special-events-permit>. (Accessed: July 30, 2021)

Marion County, Oregon. “Code Enforcement Noise Regulations.” <https://www.co.marion.or.us/SO/Operations/CodeEnforcement/Documents/noise1.pdf>. (Accessed: July 30, 2021)

Document, policy, or passage being referenced:		Comments / Talking Points <i>(verbatim unless otherwise noted)</i>
SRC Chapter 94	Violation of SRC 94.120, or 94.195 is a misdemeanor.	"Are there fees for the infractions included with, before, or after exclusion? A comment on the Salem City Council Facebook page included a statement by a citizen that the City fined \$500 to a group that violated the park regulation of having a gathering that requires a permit. If that was the case, was that amount on the City's fee schedule and if so, was it for each infraction or was that a graduated amount and was it the first, second, third or whatever of the fee schedule? Which infraction(s) was broken that led to the fine? We definitely should have fines included with exclusions. Fines should be higher than what it would cost to apply for a permit."
	Violation of any other provision of this chapter is an infraction.	
	... , 94.180 (Parking regulations in areas where fee charged) shall be: No more than \$50.00 for the first infraction; no more than \$150.00 for the second infraction of the same section; no more than \$250.00 for the third or subsequent infraction of the same section.	
Salem's "Rules for Using a Park"; City of Salem website; re: "Smoking"	Smoking and vaping are not allowed in Salem parks. This includes parking lots located on park property. E-cigarettes, marijuana, and cannabis products are also not allowed either .	(Summarized): Suggestion to substitute "also" for the term "either" in this rule, as shown.
Salem's "Rules for Using a Park"; City of Salem website; re: "Alcohol"	Alcohol is allowed only in reservable areas and it must stay within 100 feet of those reserved areas. To have alcohol with the reservation, apply for an alcohol permit. The alcohol permit has associated fees.	(Summarized): Suggestion to add the words "only in" to this rule, as shown.
Salem's "Rules for Using a Park"; City of Salem website, re: "Barbecues"	Portable stoves and barbeque grills are welcome. All coals, hot or cold , must be removed from the park unless an ash can is available on-site. Small portable barbeques are not allowed on the grass or tables. Please do not wash out your barbeque at the park.	(Summarized): Suggestion to replace phrase "Hot coals" at beginning of second sentence with "All coals, hot or cold," as shown.
Re: Lead Time Prior to Reservation Date; City of Salem website	"The City requires a security services plan 60 days prior to the scheduled event. Can a space or site be reserved 60 days prior to an event when a security plan is not required?"	
Re: Facility Use Permit and Agreement; City of Salem website	Note: Where alcohol and/or amplified sound are present, private security services may be required (Pringle Hall Only)	(Summarized): Suggestion to replace "and" with "and/or", as shown.
Re: Facility Use Permit and Agreement; City of Salem website	Note: Where alcohol and/or amplified sound are present, private security services may be required (Pringle Hall Only)"	"Why Pringle Hall Only? Is it because it is an isolated building? What about the reservable space in the Bush Barn?"

<p>General comment</p>	<p>"With regard to response to a major pandemic such as Covid 19, the City should not suspend permits, not all of them anyway. They should deny them. Then the enforcement elements in City codes can be legitimately and legally applied. Not issuing permits makes it a 'free-for-all' where the City loses immense control over its parks. It's not just the denial of the permit, it is the denial of activities that they included in the applicant's request(s)."</p>
<p>General comment</p>	<p>"Enforcement: This is a primary issue in a number of settings. Consider a speed zone on a city street. It has a speed limit of 30 mph. When there are complaints about drivers exceeding the limit. Currently it seems that the treatment is not police enforcement but actually to just reduce the speed zone ahead. This does not really address the behavior and if there still isn't enforcement drivers will just ignore them no matter what speed you put on the sign. I do not know how many citations the Park Ranger writes for off-leash dogs at Minto-Brown. Maybe he gives verbal warnings and maybe he gives written warnings. I assume that he does write citations. The key is to make the violator know that their actions (or the lack there-of) are not acceptable and that they are "in the system" in case violations are repeated by the same perpetrators. SPRAB also approved a tiered approach to fines in parks. As I had written to you before: 'With regard to response to a major pandemic such as Covid 19, the City should not suspend permits, not all of them anyway. They should deny them. Then the enforcement elements in City codes can be legitimately and legally applied. Not issuing permits makes it a 'free-for-all' where the City loses immense control over its parks. It's not just the denial of the permit, it is the denial of activities that are included in the applicant's request(s).' An example after the suspension of permits is a group that last year, who had an appearance of approval from the City, could use a particular part of a City park as often as they wished. This group used amplified sound that normally would require a permit. Now that the Covid 19 restrictions have been lifted and the City has again been requiring permits for activities in City parks, this group is continuing to operate as it had when permits were required but are not (apparently) filing for permits. With their past filing for and receiving permits from the City, they are very well aware of what is expected of them but they appear to be ignoring their responsibilities to properly apply for required permits. A permit for amplified sound is for the use and application of equipment that as it says is to add volume to music/a PA system. The permit is not based upon the decibels but is subject to the following as written in the Sound Permit. If in the sole judgment of any Police Officer, exercised in good faith, the sound level becomes a Noise Disturbance as defined in SRC 93.005(e), said officer shall have the authority to modify this permit and require that the sound source be adjusted. This adjustment may include, but is not limited to, its cessation, re-directing speaker placement, limiting volume output, or any other similar requirement. Volume of the sound is limited to _____ at a point measured _____ feet from the source of the sound. I am unable to find the City's fine schedule on the City's website. I am interested in what the fees for permits are and then what the fines are for non-compliance. Would the fines be so low that the group would more likely pay the fine than file for and follow a permit(s)? Or even ignore the fine. What are the City's enforcement options and are they willing to apply them? What are the progressive fines for these offenses? Knowing the following, which this group is very well aware of because they applied for and had permits approved by the City after paying fees, to do the exact thing that they are doing without a permit currently. They can not use ignorance as an excuse. On the Parks Facility Use Permit form it states on page 2: 'I have read and agree to be bound by the regulation and policies on pages 3-4 of this agreement. I understand that violation of any of these agreements may result in the forfeiture of deposit, jeopardize further use of the facility, and result in immediate termination of event.' It appears that these blatant violations are getting a lot of attention and there have been some indications that the City is planning to fine this group but it does not appear that this group is ending its violations in the City Park. Also, when the City stopped issuing permits because they could not afford to provide monitors for State Covid 19 compliance, the City should not have to be responsible for providing monitors. They should only have requirements for monitors that should be hired by the applicant to have acceptable training and other things like insurance that would comply with State mandates. There are a number of issues here that definitely need to be addressed by the PP&PS committee."</p>

<p>General comment</p>	<p>"Now that permits are again required, it appears that a permit is required for the use of the (original) amphitheater at riverfront park. Are drop-ins acceptable except when the site is reserved under a valid permit? Should permits for that day be posted nearby so that others are aware of the times that the permittee has legal rights to occupy that space? Other than asking others to leave, what other recourse does the permittee have to "encourage" others to leave? I am not aware of any problems where a permittee has had any problems but is there a written 'policy' that addresses this potential problematic issue? This also relates the other areas listed under "LOCATION REQUESTED" on the form.</p> <p>If there comes a time when there is another state mandate to require monitors as what occurred in the recent Covid 19 pandemic response, the City should write requirements for monitors similar to those for "Security Services" on this form. The City should not be responsible for providing these monitors.</p>	
<p>General comment</p>	<p><i>(From City of Salem website)</i> Sound Equipment/Noise: Use of amplified sound equipment must receive prior approval from the Public Works Director or his/her designee and may require a Sound Permit. Sound that disturbs others or that exceeds maximum decibel levels under City Ordinance is not permitted.</p>	<p>"I see here where it says 'MAY require a sound permit'. What are the parameters/requirements that determine when a sound permit is needed? In a previous email that I did not think that decibel levels were a factor but I did not yet see the statement here decibel levels under City ordinance."</p>
<p>General comment</p>	<p><i>(From City of Salem website)</i> Discrimination: The City of Salem values all persons without regard to race, color, religion, national origin, sex, age, marital status, domestic partnership, disability, familial status, sexual orientation, gender identity or source of income. If you believe that you have been discriminated against in a program, activity, or facility or you desire further information, please contact the Public Works Department at 503-588-6261.</p>	<p>"We might submit this to LGBTQIA+ Task Force and Human Rights Commission to see if it is acceptable to them and if there are any changes that they may suggest."</p>
<p>Re: Chapter 30 - Licenses Sec 30.005. -Definitions</p>	<p>Special event means any dance, movie, play, concert, circus, carnival, exhibition, sports event, haunted house, or other similar live, filmed, or televised performance, activity, or program held or presented at any privately-owned premises, where an admission fee or other form of consideration is charged or required, but not including any such event occurring at a premises operated as a business for such activities where the activity is occurring in the course of its regular schedule of events or where the occupancy or use of the premises for such events has been previously approved by the City.</p>	<p>"I don't see 'parks or other publicly owned property'."</p>
<p>Re: SRC 58. - Fire Prevention Code - Modifications to the Oregon Fire Code</p>	<p>105.6.47 Event Permit. An operational permit is required for an event or activity of a temporary nature and open to the public, which involves one or more uses for which an operational permit is otherwise required, including, but not limited, ...a special event as defined in SRC 30.005; an event for which a parks use permit is issued under SRC 94.220; ... firework displays, temporary kiosks, pyrotechnical special effect materials; tents and canopies; and temporary display of motor vehicles."</p>	<p>"It appears that only one entry has anything related to our work. No changes recommended but requirements for permits under this chapter need to be addressed in the permit applications under our consideration."</p>

Re: Section 78.210. -Grade and plant materials within the right-of-way	It shall be the duty of all property owners to maintain living plant materials in accordance with the specifications for stormwater facilities that exist in the right-of-way in front of their property, except where prohibited by Salem Revised Code.	"A search of the City's website does not find anything related to 'specifications for stormwater facilities'."
Re: Chapter 93 -Noise Sec. 93.020. -Specific noise disturbances.	Sound producing, amplifying or reproducing equipment. It shall be unlawful to operate or use, or to permit the operation or use of, any device that produces or amplifies sound, including, but not limited to, musical instruments, radios, televisions, stereos, compact disc players, tape recorders, amplifiers and loudspeakers, in such a manner that the sound produced thereby is plainly audible.	(No comment; item provided in reference to previous comments about noise disturbances)
Re: Chapter 93 -Noise Sec. 93.020. -Specific noise disturbances.	On public property or a public right-of-way 150 feet or more from such device, except as specifically authorized in writing by the city, county, state or federal government that owns or controls such property.	(No comment; item provided in reference to previous comments about noise disturbances)
Re: Chapter 94. - Offenses in Parks Sec 94.010. - Definitions	As used in this chapter, the term "park" also means the grounds of the State Capitol, including Wilson Park, Capitol Park, and other parks and grounds in the Capitol Area as defined in ORS 276.010	"Curious what jurisdiction the City of Salem has over the State Capitol, Wilson Park and Capitol Park (although Wilson Park was a City park many years ago.)"
Re: Chapter 94. - Offenses in Parks Sec 94.210 - Park exclusion.	"Enforcement and follow-through strongly recommended."	
Re: Chapter 94. - Offenses in Parks Sec. 94.990. - Violations	"What are the monetary charges for other violations in parks besides parking? Are offenders only subject to exclusion?"	
Re: Chapter 94. - Offenses in Parks Sec. 94.990. - Violations	(Parking regulations in areas where fee charged) shall be: No more than \$50.00 for the first infraction; no more than \$150.00 for the second infraction of the same section; no more than \$250.00 for the third or subsequent infraction of the same section.	"Offenses need to include persons or groups violating any of Salem's park-related ordinances."

<p>Re: Chapter 95. - Miscellaneous Offenses Sec. 95.042. Harassment.</p>	<p>A person commits the crime of harassment if the person intentionally harasses or annoys another person by subjecting such other person to offensive physical contact. (State Law reference- Harassing or annoying another person, ORS 166.065(1)(a)(A).)</p>	<p>"Why limited to only 166.065 (a)(A)?"</p>
<p>Re: ORS 163.195 - Recklessly endangering another person</p>	<p>(1) A person commits the crime of recklessly endangering another person if the person recklessly engages in conduct which creates a substantial risk of serious physical injury to another person. (2) Recklessly endangering another person is a Class A misdemeanor.</p>	<p>"The following relates to permits when there might be members of a group that has obtained a proper permit for a function in a City park that may bring firearms to that function."</p>
<p>Re: Sec. 95.095. - Loaded firearms.</p>	<p>It shall be unlawful for any person to possess a loaded firearm, whether the shell or cartridge is a blank or is live ammunition, while in a public place as defined in ORS 161.015.</p>	<p>"Any long guns brandished on park (or other) City owned property shall have an orange universal firearm chamber safety flag showing loaded in the chamber and an orange safety training magazine installed and visible."</p>
<p>Re: Chapter 104. - Parades and Community Events Sec. 104.060. - Permit fees</p>	<p>An indigent person who otherwise cannot apply for a community event permit because of an inability to pay the permit application or any other additional fee due to such indigence shall not be required to pay the fee or fees. The determination of exemption from such fee or fees shall be made in accordance with the administrative rules adopted pursuant to this chapter. Requests for indigent status shall be made at the time of filing the application and shall be accompanied by such information and documentation as is reasonably necessary to verify such status.</p>	<p>"I have not noticed this statement about an 'indigent person' and ability to pay for a permit unless I just plain missed it."</p>
<p>Re: Sec. 104.070. - Review process.</p>	<p>In deciding whether to approve an application for a community event permit, no consideration shall be given to the message the activity or use will convey; the content of any speech used or likely to be used; or the identity or associational relationships of the applicant or applicants; or to any assumptions or predictions regarding public reaction to the content of the speech or the message conveyed by the event.</p>	<p>"The following statement should be considered to be a part of every permit request application"</p>
<p>Re: Sec 104.180. - Failure to obtain a permit; failure to comply with permit term.</p>	<p>It shall be unlawful for any person to engage in an activity or event for which a community event permit is required under this chapter without first obtaining a permit.</p>	<p>"The following should be applied to all violations in all parks including enforcement measures or at least make reference to on any application form in the section where the applicant has to sign/initial that they have read and agreed to it verbiage and intent"</p>

<p>Re: Sec 104.210 - Interference with community event prohibited</p>	<p>It shall be unlawful for any person to interfere with an activity or event permitted under this chapter, by engaging in any of the following acts with the intent to disrupt the event or to harass or annoy participants in the activity or event</p>	<p>"The following should be applied to all violations in all parks including enforcement measures or at least make reference to on any application form in the section where the applicant has to sign/initial that they have read and agreed to it verbiage and intent. Comments for this should be solicited from the LGBTQIA+ Task Force and Human Rights Commission for their consideration/input."</p>
<p>General comment</p>	<p>"When is a Sound Event Checklist required to be filled out and followed when amplified sound will be used at a permitted event in a park?"</p>	
<p>Re: SRC 93 - Sec. 93.005(e)</p>	<p>If in the sole judgment of any Police Officer, as defined in SRC 93.005(e), said officer shall have the authority to modify this permit and require that the sound source be adjusted.</p>	<p>"I can't find the date on SRC 93. Was it written before the current Park Ranger program? Should there be something about a Park Ranger in any ordinance or, like in this case, would he/she be included under "Police Officer" like ordinances with DoPW that would include others representing him in specific authority? This is why I am asking about what the Park Ranger's duties and authority are. This includes what enforcement authority he/she has including writing citations when someone or some group violates any and all parks ordinances. Also, what flexibility they have in their enforcement."</p>
<p>Special Service Providers - "Special Services"</p>	<p>"Under covid 19 or other pandemic restrictions add monitors as required by law or Oregon governor mandate."</p>	
<p>Sec 104.030. - Permit requirement.</p>	<p>Any activity or event that the organizer expects or intends to involve 200 or more persons assembling on public property.</p>	<p>"Is this the only place that this number of participants/attendees should be written?"</p>
<p>Sec 104.030. - Permit requirement.</p>	<p>Any activity or event on public property which requires the placement of a tent, canopy, or other temporary structure, if such placement requires a permit from the City's Fire Department or Building and Safety Division.</p>	<p>"Am I to assume that this includes parks?"</p>
<p>Sec 104.030. - Permit requirement.</p>	<p>"I see that on the Riverfront Park Permit Application where it says "Have you completed a sound permit application?" Should there not also be similar questions for other permits such as the one above for tent, canopy and other temporary structure?"</p>	

<p>Rules for Using a Park</p>	<p>A small speaker is allowed, but use of larger amplified sound equipment, like a public address system, will need an approved sound permit and has associated fees.</p>	<p>"This statement seems more definitive about whether a permit is required."</p>
<p>Rules for Using a Park</p>	<p>Small backyard canopies for shade and protection from the rain are allowed. If the tent or canopy needs to be staked to the ground, an irrigation locate may be required in advance on the park permit and has associated fees.</p>	<p>"Stakes needing to be driven 10" or deeper into the ground will require an irrigation locate The turf supervisor should be consulted on the measurement."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>SECTION 2 - DEFINITIONS 2.0 Definitions are provided to assist in the clarification of the terms and conditions contained in these rules and regulations. 2.10 Cost Recovery Charges - A charge to recover the cost of request for, or required items, not provided as part of a permitted use. In most cases, cost recovery charges will be charged back to the user group at the cost for providing the service. Cost recovery charges vary from event to event, however all fees and charges are estimated prior to the approval of the permit application and agreement. Cost recovery charges may include, but are not limited, to the following: • Special turf mowings • Utility locates / flagging • Inspections • Garbage removal • Traffic Control Devices • Moving picnic tables • Utilities • Turf renovation • Special sweeping • Traffic Control Officers • Event supervision • Facility/Equipment Repairs</p>	<p>"Consider adding cost recovery for Covid 19 monitors."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.3 Amplified Sound/Policy - All persons using City parks, streets, and public open spaces are required to comply with the provisions of SRC Chapter 93 limiting the maximum permissible sound levels and prohibiting noise disturbances. 3.3.a A Noise Variance Permit will be required when live or recorded music, public address systems, and/or amplification of any kind is utilized, as follows: Notice under 3.3a - A Noise Variance Permit "WILL BE REQUIRED" 1) Class "A" Noise Variance - for an event or activity which does not exceed 72 hours in duration. 2) Class "B" Noise Variance - for an event or activity or series of related events or activities which are 72 hours or more in duration or are less than 72 hours in duration and in the opinion of the Recreation/Public Events Supervisor, could have an adverse impact on a noise sensitive property or large segment of the community.</p>	<p>"How does this relate to a permitted group that uses their amplified system(s) for a number of hours for a number of consecutive days that can run potentially for months?"</p>

<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.3.b There is a fee for Class A and B Noise Variance Permits. As well, there may be cost recovery fees associated with monitoring and enforcement.</p>	<p>"These fees need to be applied on top of fines levied on person or persons who use park facilities without the proper and valid permits applied for and issued."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.6 Calendar of Events Request Process/Riverfront Park - The City of Salem utilizes an annual Calendar of Events request process to schedule events in Riverfront Park. Requested events are categorized by complexity and expected attendance. The Director anticipates that three to six large events will be permitted to run at intervals of no less than two to three weeks, from June through October. Smaller events may be scheduled around large events. Following the Calendar of Events process, the City will accept Riverfront Park Use Applications on a "first-come" basis.</p>	<p>"First time that I have been made aware of this type of use specifically for Riverfront Park. We may want to have a discussion about this to fully understand what this means."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.13 Geocaching - Geocaching, a hunting and adventure game for GPS users, is allowed in City parks and through a Facility Use Permit Application and Agreement issued by the City of Salem, Department of Community Services.</p>	<p>"As long as City facilities, property, and plant material are not damaged any static condition is changed that could be considered unlike what the City prefers its current state to be."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.31 Temporary Power Drops - Temporary electrical power service is prohibited in City parks, streets and public opens paces except by prior written permission of the Directors. All associated costs, including cost recovery charges, are the responsibility of the Permittee.</p>	<p>"Note: The letter "s" is missing from "... City parks, streets and public open ()paces except ..."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>3.34 Vehicle Access/Events - Vehicles necessary to the set-up, take-down, and operation of an event may be allowed. Permission to have vehicles in a park may be obtained from the Department of Community Services. Vehicle Access Permits are not valid until fees are paid and are good only for the dates listed on the permit. Trailers are considered vehicles and must have a valid Vehicle Access Permit. The Director reserves the right to limit the size and number of vehicles at any park and/or event.</p>	<p>"Even with a valid permit, vehicles are NOT ALLOWED to leave paved surfaces in any City park - especially onto irrigated turf areas and over the Critical Root Zones (CRZs) of trees and significant shrubs except by permission of the Director. Special consideration may be considered for car shows with prior consultation with parks maintenance staff"</p>

<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>4.0 City of Salem parks, streets, and public open spaces may be utilized as venues for organized uses including, but not limited to, festivals, concerts, private parties, picnics, public gatherings, and large and small group uses. At minimum, a Park, Street, and Open Spaces Permit (PSO) is required when any one of the following criteria apply: 4.3 Tents or canopies will be utilized. 4.4 Amplified sound is going to be used. 4.5 Access to electrical power or use of portable power is requested. 4.6 The event will be advertised as open to the public and attendance is anticipated to exceed 150 people. 4.7 Exclusive use of a reservable area is desired. 4.9 A series of activities, advertised as one event, open to the public, and held on successive days in one location is requested.</p>	<p>"Are the above elements being applied currently in Riverfront Park now that the City is back to issuing permits?"</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>SECTION 6 – EVENT CATEGORIES 6.0 Introduction - Permitted use of City parks, streets, and public open spaces fall into six event categories. The general characteristics that determine which category a permit application and agreement are identified below. Where Events meet one or more of the criteria listed in each category, the Director may determine the appropriate event designation. Any requests for use of City of Salem park property and facilities not enumerated in these Rules and Regulations may be reviewed and approved by the Director of the Department of Community Services under conditions determined by the Director to be appropriate for a particular application.</p>	<p>"How would one categorize park usage for a group that would apply for a permit where it would occupy a specific area in a City park for an example date range of 72 dates starting on Father's Day, Sunday, June 21 and ending on Labor Day, Monday, September 5, 2020.? Is Riverfront Park the only park that would provide such an opportunity and would this have its own category? "</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>7.7 Harvesting Permit - The Director may permit the harvesting and collecting of vegetation under conditions determined by the Director to be appropriate for a particular application.</p>	<p>"Permit details must restrict activities to protect the proper growth, habit and function of trees and other plants when collecting plant parts. This should be limited to collection of seeds and fruits where no supporting plant parts are also removed or damaged. It should also not be allowed that woody parts that include terminal, axillary and other buds are not taken or damaged. Most that collect these plant parts are doing so for commercial production so I would suggest that a good fee be charged to the collector. I am not able to find the actual fee currently charged."</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>7.9 Noise Variance - Any Permittee utilizing amplified sound may be required to apply for a Class A or Class B Noise Variance. When live or recorded music, public address systems, and/or amplification of any kind is utilized in a public park, street, or open space, a Class A Noise Variance Permit is to be completed through the Department of Community Services.</p>	<p>"Please explain why the word "MAY" being used here? What are the determining factors where a permit would not be required? "</p>

<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>SECTION 8 – PERMIT APPLICATION AND PROCESSING GUIDELINES 8.1 Permit Application 8.1.c All Riverfront Park events are scheduled annually through a Calendar of Events Request process. Following the Calendar of Events process, events are scheduled on a first-come basis. Individuals and/or groups who desire to utilize Riverfront Park or obtain a permit for a Category A event must contact the Department of Community Services office for a special orientation.</p>	<p>"Why is only 'Category A Events' listed here?"</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>8.7.c Step 3 - The applications/permits are routed for special review when any of the following circumstances are included in the request: 6) Use of Amplified sound.</p>	<p>"Another place where there is verbiage related to amplified sound. What is 'special review'?"</p>
<p>PARKS, STREETS, AND PUBLIC OPEN SPACES ADMINISTRATIVE RULES AND REGULATIONS August 2005</p>	<p>12.4 Private Security Services 12.4.a The Permittee may only contract with a security vendor approved in advance by the Director. At a minimum all security officers, security supervisors, and security managers shall be licensed by the State of Oregon Board on Public Safety Standards and Training.</p>	<p>"Would the State of Oregon Board on Public Safety Standards and Training have anything on approval of "licensed" Covid 19 (or the like in future pandemics) monitors?"</p>
<p>ADA Accessibility</p>	<p>"a. Current Policy: ADA access is not currently explicit in reviewed parks codes or permit applications." "b. Suggested Change: 'Consider adding a section around accessibility planning to permits for large events, particularly those at Riverfront and using the new amphitheater'" "c. Reference Documents: Riverfront Permit and the Facility Use Permit"</p>	
<p>Required Signage</p>	<p>"a. Current Policy: Permits and code require organizers to notify surrounding businesses and residents, but there does not seem to be a requirement to notify park users." "b. Suggested Change: "Consider adding a requirement that signage should be posted in the high traffic areas of a park for large events at least several days in advance." "c. Reference Document: Ch 94.210, SB 289: https://olis.leg.state.or.us/liz/2021R1/Measures/Overview/SB289 "</p>	
<p>Comments and Questions on City Code - Ch 51: Event Sound</p>	<p>"a. Clarity is needed on how the decibel limit is enforced, especially for events that may not have received a permit but still are producing sound in a park. If a complaint is received, do police or park employees test the decibel level when responding?" "b. The Subcommittee should review whether the \$250 fine for noise violations in parks is in line with other cities, or if it should be raised to better cover the cost of city staff responding and discourage violations."</p>	

<p>Comments and Questions on City Code - Ch 94: Offenses in Parks</p>	<p>"a. Consider adding to 94.210 (Park Exclusion) a provision for those convicted of "bias crimes" in line with Oregon bill SB 289 currently under consideration in the legislature: https://olis.leg.state.or.us/liz/2021R1/Measures/Overview/SB289 "</p>
<p>Comments and questions on City Code - Ch 104: Parades and Community Events</p>	<p>"a. Under Section 104.070 part (c) is there a way to limit, restrict, or add additional requirements for permits for groups that have received multiple complaints in the past or have known to cause conflict? This should be reviewed to ensure compliance with the First Amendment"</p>
<p>Comments and Question on Administrative Rules and Regulations</p>	<p>"1. There appears to be confusion on definitions 2.16 and 2.19. A March/Rally says it is "not a Parade" but the definition of a Parade includes a March. This could have impacts on the regulations and other rules. (Page 4) "</p>
	<p>"2. When an event uses high traffic parts of a park, such as a run at Riverfront Park, are notices typically posted in advance? It is not always clear if the paths are still open to the general public. Clear signage for such closures should be considered."</p>
	<p>"3. The Subcommittee should review Section 8.2 "Permit Application Priorities" to consider if there are additional criteria that could be put in place for competing events. This could include the community being served from an equity standpoint, or whether the group has requested the space multiple times in a short period of time."</p>
	<p>"4. The Subcommittee should consider whether accessibility should be added to the list of Committee review under 9.3.c for special event review."</p>
<p>Comments and Questions on Permit Forms - Sound Event Permit</p>	<p>"a. Is notification to neighborhood associations, businesses, and residents verified?"</p>
	<p>"b. Is there a variable way to notify tenants in apartments or condos?"</p>
	<p>"c. Is 10 days enough? Consider a longer window pending review of other cities."</p>
<p>Comments and Questions on Permit Forms - Request for Sound Permit</p>	<p>"a. Suggestion that timeframe that noise is allowed is listed on the form to increase awareness. This should also reference the correct City code section. "</p>
	<p>"b. Is the 'sole judgement of any police officer' sufficient? City code mentions decibel limits and it is unclear if those are monitored by officers."</p>
<p>Comments and Questions on Permit Forms - Riverfront Park Permit Application</p>	<p>"a. In event layout or safety, we should consider a section pertinent to ADA accessibility. This could be considered for other applicable forms as well as the new amphitheater permit form."</p>

<p>Comments and Questions on Permit Forms - Facility Use Permit and Agreement</p>	<p>"a. In event layout or safety, we should consider a section pertinent to ADA accessibility. This could be considered for other applicable forms as well as the new amphitheater permit form."</p> <p>"b. Consider whether ADA accessibility should be explicitly listed on this form."</p>	
<p>Recommendations based on the meetings with the LGBTQIA+ Intersectional Task Force and the Human Rights Commission</p>	<p>"Develop a statement of principles or expectations of behavior that go with reservations. Expectations would need to be defined to focus on no harassment, etc."</p> <p>"Develop signage for parks in correlation with the HRC's Safe Spaces project that provides a hotline for hate crimes and similar acts."</p>	
<p>Suggestions from other cities</p>	<p>"Portland has Whereas vision statements ahead of policies to lay out broad goals. https://www.portlandoregon.gov/citycode/article/8962 o The Grove City materials shared also included a Philosophy statement."</p> <p>"Portland code section .265 talks more about park exclusion and cases than we currently appear to have in Salem. https://www.portland.gov/code/20/12"</p> <p>"Eugene Page 14 Sec 3 has a Notice of Restriction of Use that could be worth copying. (see PDF sent from Robert)"</p> <p>"Eugene also says that no canopies can be set up without permission from the city"</p> <p>"Bend PRD calls out ADA compliance clearly."</p>	
	<p>1.004 Use Permits - (7) <u>Vehicle Access to Park Sidewalks, Pathways and Irrigated Turf</u>. Driving or parking motorized vehicles on irrigated turf, internal park sidewalks and pathways or upon the regional pedestrian/bicycle path system without written permission from the City. Applicants for a Standard Use Permit or Special Event Use Permit may include with their permit application a request for City permission to have vehicle access to the event site via these prohibited areas. A request for such permission must specify the number of vehicles for which permission is sought. The City will grant permission only for event-necessary activities such as equipment delivery and pick-up. If permission is granted, prior to issuance of the Vehicle Access placard(s) that must be placed on the dashboard of the authorized vehicle(s), the applicant must pay a Vehicle Access fee</p> <p>...</p>	<p>Driving across turf areas must be vigorously discouraged.</p> <p>If driving across irrigated turf is unavoidable, pathways must be determined prior to the event date to work out pathways/ routes that will keep vehicles away from landscaping and tree Critical Root Zones (CRZs).</p> <p>Irrigation may need to be turned off a number of days prior to an event where vehicles driving across said turf is unavoidable or the event is a car show. Reducing/stopping irrigation may also reduce compaction by pedestrian attendees as well as vehicles driving across it.</p> <p>There should be a citation/fine structure in place to apply to those that violate these rules. The sponsor may also be held liable for damage.</p> <p>Event sponsors must have in their literature that they disseminate to participants the rules and enforcement measures that will stop them from driving across the turf/CRZs..</p> <p>If there is a significant rain event immediately prior or during the scheduled activity, hay may be brought in to cover softened areas for both vehicles/pedestrians. Permits may have to be modified by Parks staff to best accommodate the event participants while protecting turf.</p>

Suggestions from other cities - City of Eugene Parks & Open Space Rules

<p><u>1.004 Use Permits - (8) Vehicle Access to Non-Irrigated Grass, Landscape Areas and Under Tree Canopies.</u> (a) Driving or parking vehicles on landscaped areas or under tree canopies is prohibited. (b) Driving or parking vehicles on non-irrigated grass areas is prohibited unless explicitly approved as part of a Standard Use Permit or Special Event Use Permit. A request for such approval must be included with the permit application and must identify the requested parking zone(s). Requests for event participant parking on non-irrigated grass will be considered on a first-come, first-serve basis and will be granted or denied based on the existing condition of the turf one week prior to the scheduled event; if the turf shows discernable tire ruts from one-ton trucks(??) or if the turf or if the turf has a visible loss of vegetative cover from previous activities, the request may be denied. Requests may be denied based on forecasted wet weather.</p>	<p>"Should (1)(d), (f), (h), (2)(a), (c), (e), (f), (6), (7), (8), (a), (b), (8), be considered for Riverfront Park especially?"</p>
<p>(10) <u>Permit denials.</u> (c) To the extent permitted by law, the Executive Director or designee may deny an application for a permit on any of the following grounds: 6. The applicant or the person on who's behalf the application for permit was made has on prior occasions damaged City property and has not paid in full for such damage, or has other outstanding and unpaid debt to the City. 9. The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the park or part thereof designated pursuant to City code or Administrative Rule.</p>	<p>(No comment; item provided in reference to previous comments about permit denials)</p>
<p>1.010 PROHIBITED ACTIVITIES. (7) Playing sports outside recreation areas set aside for that purpose if the activity is harmful to plant life or fixtures or interferes with other uses of the park or open space.</p>	<p>"Playing on sports facilities turf under wet conditions where such play can significantly damage the playing surface. Under these conditions, permitted activity on these surfaces may be suspended by the City where continued use would significantly damage playing surfaces that may require expensive treatments to restore."</p>
<p>1.010 PROHIBITED ACTIVITIES. (20) Entering in or upon a park facility, open space, or park area, or a portion of such an area, that is posted, delineated, fenced, or barricaded to close it to public use.</p>	<p>"Has the Salem Art Fair had issues with this when it has it's fences up and is charging admission? Has anyone been found to have jumped or otherwise circumvented said fence? What prosecutorial measures were used in these instances?"</p>
<p>1.010 PROHIBITED ACTIVITIES. (21) Assembling, disassembling, distributing or attempting to distribute bicycles or bicycle parts without the written permission of the City. (22) Possessing five or more bicycles, more than three bicycles if parts are missing, a bicycle frame is with either gears or brake cables cut, or more than four bicycle parts.</p>	<p>"These days it is easy to believe that with bicycle thefts up thieves might use parks to give cover for hiding bikes and bike parts. I would not be surprised that many stolen bikes might have been stored for sale, whole or parts, at Wallace and Cascade Parks."</p>
<p>Under provisions of SRC 51 a Sound Permit will be required when live or recorded music, public address systems, and /or amplification of any kind is utilized, as follows:</p>	

<p>City of Salem - Parks, Streets and Public Open Spaces Administrative Rules and Regulations</p>	<p>1. 1) Class A Permit is for a single event or activity that does not exceed 24 hours in duration and occurs outside of the Downtown Parking District.</p>	<p>"Is Riverfront Park different from any other park because it is shown to be part of the Downtown Parking District (orange like the rest of the district? Is that why the work "may" instead of "must" is used on some documents related to amplified sound permits?"</p>
	<p>2. 2) Class B Permit is for a single event or activity or a series of related events or activities that exceeds 24 hours in duration and occurs outside of the Downtown Parking District.</p>	
	<p>3. 3) Class C Permit is for a single event or activity that does not exceed 24 hours in duration and occurs within the Downtown Parking District.</p>	
	<p>4. 4) Class D Permit is for a single event or activity or a series of related events or activities that exceeds 24 hours in duration and occurs within the Downtown Parking District.</p>	
	<p>3.14 Drones (UAS/UAV)</p>	<p>"Aren't there at least some restricted areas that they are in violation if they fly in specific areas? An example would be bird nesting areas on Minto Brown Island."</p>
<p>3.16 Electric Bicycles and Scooters</p>	<p>"In parks? Are there any speed capability restrictions. Scooters can move as fast as 25 mph or more."</p>	
<p>Suggestions from other cities - Seattle Parks Code of Conduct</p>	<p>"A lot of useful info here. I could not find any 'Code of Conduct' in a search of the City of Salem website."</p>	
	<p>TITLE 18 - Parks & Recreation 18.12.280 - Discrimination prohibited.</p>	<p>"Equal opportunity sexual origin etc (LGBTQI+)"</p>
	<p>(Summarized): Recommended that City of Seattle's Weapons Firearms policy for public places and property be reviewed</p>	
	<p>12A.14.075 - Unlawful use of weapons to intimidate another. A person is guilty of unlawful use of weapons to intimidate another if he or she carries, exhibits, displays or draws a firearm, dangerous knife, any knife with a blade that is open for use, other cutting or stabbing instrument or a weapon apparently capable of producing bodily harm in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another person or warrants Woodyalarm for the safety of other persons.</p>	<p>"Enforcement and applying that enforcement is extremely important."</p>
<p>12A.14.210 - Unlawful discharge of laser - A person is guilty of unlawful discharge of a laser if he or she knowingly and maliciously discharges a laser: At a person in order to intimidate or threaten that person</p>		

<p>SR 86 - Trees on City Owned Property</p>	<p>Sec. 86.050. - Activities requiring permits. (4) Permit required to collect biological materials from City trees. It shall be unlawful for any person, without a written permit from the Director, to remove plant material from a City tree or cause or authorize or procure any person to do so. A written permit is not required for the noncommercial gathering of fruit or windfall.</p>	<p>(Suggested wording): '... gathering of fruit' where no connecting tree parts are damaged or removed by pruning, 'or collection of windfall'</p>
	<p>(5) Permit required to install lights or other attachments to City trees. It shall be unlawful for any person, without a written permit from the Director, to install or otherwise physically place lighting or other attachments on a City tree or cause or authorize or procure any person to do so. If permitted, the installation and removal shall be accomplished without damage to the City tree. The correction of any damage to the tree or replacement of the tree shall be at the permit holder's cost and shall be accomplished by a tree trimmer licensed under SRC chapter 30. The City will not be responsible for damage to any attachments or associated devices related to the lighting under this permit. In addition, the City shall not be responsible for the cost associated with the repair or installation of replacement materials.</p>	<p>"There needs to be significant discussion about this that includes qualifications of installers, guidelines for installation, how long the lights can stay in the tree, what months it is not acceptable to install lights (constriction problems in the growing season), etc."</p>
	<p>Sec. 86.070. - Tree pruning and treating criteria - A permit to prune a City tree may be granted if one or more of the following criteria are met, as determined by the Director:</p>	<p>"What are the professional qualifications of the person(s) who will perform the pruning to City specifications?"</p>
	<p>Sec. 86.080. - Review of applications for City tree removal. - Upon receipt of a complete permit application for City tree removal, the Director shall review the application, and if the application fails to meet the applicable criteria the application shall be denied, and a notice of denial shall be provided to the applicant, which notice shall identify the reasons for the denial. If the application meets the applicable criteria, the Director shall provide written notice to the neighborhood association where the tree or trees are located, and post notice of the approval as near as practicable to the tree or trees to be removed.</p>	<p>"Am I to assume that the inspection of the tree(s) in the application for removal will be performed by the City's Urban Forester or other member of the City's Tree Unit and these employees fall under the umbrella word "Director" in this verbiage?"</p>
	<p>Sec. 86.090. - City tree removal criteria. (a) A permit to remove a City tree may be granted if one or more of the following criteria are met, as determined by the Director: (8) The Director may permit the removal of a City tree due to construction if there is no reasonable alternative. The applicant shall be required to bear all cost of the tree's removal and replacement.</p>	<p>...and two seasons of follow-up watering(?)</p>

<p>(d) Removals by City. - (2) Where the City proposes to remove a City tree larger than ten inches dbh, the City shall post notice of the removal as near as practicable to the tree to be removed for a period of 15 days prior to the removal.</p>	<p>"Options for appeals to the removal are limited. Example: neighborhood associations meet only once per month so the posting/notification(s) to the NA(s) should be for a period of 31 days (since some months are 31 days long. This would, under the current verbiage, only relate to trees that fall under "(d)(3) ... unless part of another decision which provides for an appeal."</p>
<p>(d) Notice of intent to appeal. A written notice of intent to appeal allowed by this chapter shall be filed with the Director not later than 30 calendar days after the date the decision was issued. The notice of appeal shall state the basis of the appeal and why the decision was in error, and shall be accompanied by the nonrefundable appeal fee as set by Council.</p>	<p>"There should be an allowance for a neighborhood association to not have to pay fees for filing an appeal to decisions made to remove trees if the NAs wish to do so. I believe that they have standing and that they do not have funds available to pay the fees."</p>

Park Usage and Permitting Subcommittee

Public Comment Received for August 9, 2021 Meeting

1. Jim Sheppke, August 4, 2021
2. Aileen Kaye, August 9, 2021
3. Shaundi, August 9, 2021

Toni Whittler

From: Jim Scheppke <jscheppke@comcast.net>
Sent: Wednesday, August 4, 2021 1:11 PM
To: Toni Whittler
Cc: Micki Varney
Subject: Public Comment on Recommendations of the Parks Usage and Permitting Subcommittee

Ms. Whittier:

I wish to compliment the Parks Usage and Permitting Subcommittee of the Salem Parks and Recreation Advisory Board for their excellent work on recommendations for addressing problems with park usage and permitting. I am impressed with the amount of work that went into this, especially the extensive research into best practices in other cities. I believe that if adopted, these recommendations will go a long way to solving the problems that we have witnessed in the last couple of years.

I wish to especially endorse these recommendations ...

4. Summary of rules and potential consequences on permits.
7. Exclude individuals or organizations from permits based on unpaid damage.
9. Limit multiple reservations.
12. Enforcing violations of park rules.
13. Tiered fines for repeat violations.
14. Prohibit bad behavior.
15. Prohibit intent to intimidate.

There may need to be some clarification somewhere in policies and/or rules about the responsibility for enforcement. When I have complained about uses of the park by groups without a permit, I sometimes seem to have gotten mixed messages about who is responsible for enforcement (Park Ranger? Code Compliance Officer? Salem Police?). I think the public needs to know who exactly will deal with their complaints. We do need a "reporting hotline," but it needs to be about more than harassment and discrimination. It should enable reporting of any serious violations as they are happening, and response to serious violations should be timely.

Again my compliments for your fine work.

Jim Scheppke, Ward 2
jscheppke@comcast.net
503-269-1559

Toni Whitler

From: noreply@cityofsalem.net on behalf of arkaye2@gmail.com
Sent: Monday, August 9, 2021 6:52 AM
To: Toni Whitler
Subject: Contact Toni Whitler
Attachments: ATT00001.bin

Your Name	Aileen Kaye
Your Email	arkaye2@gmail.com
Your Phone	5037434567
Street	PO Box 1113
City	Turner
State	OR
Zip	97392
Message	For the Parks Committee Meeting tonight: Please limit groups who are required to get permits to one permit per month. Thank you. Aileen Kaye

This email was generated by the dynamic web forms contact us form on 8/9/2021.

Toni Whitley

From: Shaundi <shaundiw@gmail.com>
Sent: Monday, August 9, 2021 2:03 PM
To: Toni Whitley
Subject: Public Subcommittee Meeting

To Toni Whitley/Salem Parks and Rec Dept:

I am a Salem resident who would like to see rules enacted to prevent Awakening Ministries and their associated churches (Lifeline Church, Remnant Awakening Ministries, etc.) from misusing Riverfront Park for their church services and public outreach (called "Salem Awakening") to only once per year per legal entity...if that.

Riverfront Park is a city park used by a diverse community and yet Awakening Ministries and their associated churches have been disrespectfully and obnoxiously misusing the park since the summer of last year in order to hold their loud and large ultra conservative church services which includes inappropriate "public outreach" and to proselytize to the general public.

Per city records and per posts on their Facebook site, Awakening Ministries was striving to reserve the park from 5 PM to 9 PM for almost every evening of the summer of 2020 and for almost every evening of the summer for 2021.

(On a side note, the city surprisingly did approve their permit to use the park almost every evening of last summer and granted them the ability to pay for the expensive permits in installments, but I hear the permits were later cancelled and money refunded due to COVID. Copies of some of this documentation has been shared online.)

Only recently did they reduce their attempts to be there from everyday to once or twice per week...which is still excessive, disrespectful, and obnoxious.

Other groups typically only reserve the park for one event per year and yet Awakening Ministries and their associated churches are acting with unjust entitlement and are imposing themselves upon park goers on a daily, weekly, or bi-weekly basis. This is disrespectful, obnoxious and must be stopped.

There are non-Christians who want to enjoy the park, but can't because of their repeated presence.

There are progressive Christians who want to enjoy the park, but can't because of their repeated presence.

There are Christian conservatives who want to enjoy the park, but can't because of their repeated presence.

Many people have communicated to me, especially non-Christians and those with family members in the LGBTQ+ community, that when they know Awakening Ministries will be there, they'll cancel their plans to go to Riverfront....and because they are there so often, many people have not been attending the park as often as they normally would be. They should feel comfortable in that public space and not intimidated to go.

And the people who don't want to listen to their services, but show up have no choice because their events are so loud. Their live amplified music has been recorded on video at over 88 decibels outside of the amphitheatre. They are impossible to ignore.

I have had to shout or ask the person I'm talking to to shout when they are performing.

In addition to their loud and repeated events, their organizers and attendees have frequently harassed the general public via unwanted one-on-one proselytizing and via passive-aggressive disrespectful comments. This has been video recorded.

They have the option of hosting the events on their own church properties, but their goal is to engage with the general public trying to use the park, but this engagement is unwanted and inappropriate for a public park, especially when their members approach park goers and say things like, "Can I pray for you?", "Heaven or hell, what will it be?", "Jesus loves you". Again, these interactions have been video recorded.

It should be noted that just yesterday, a male attendee harassed a woman sitting in a chair who had a Pride flag and a "hate has no home here" sign and he wouldn't leave her alone when she respectfully requested that he leave her alone multiple times. When the perpetrator wouldn't leave she asked for a bystander to call the police. Fortunately, a compassionate family was nearby whose parents interjected on the woman's behalf. After the perpetrator's large dog was getting riled up and difficult to control, the perpetrator finally left the area, but not after repeatedly telling the woman and the family that the woman needed to choose between Heaven or Hell. This was also video recorded.

On a political note, let it be known that Awakening Ministries appears to be owned by David and Amanda Vital, and on Awakening Ministries' own website, photos of them were posted attending a Proud Boy rally at the Oregon State Capitol including a photo of who appears to be David Vital on the stage with a microphone in hand.

Furthermore, some of their members and church leaders have been recorded on video saying that they don't support gay marriage and that the Bible should be taught in schools.

Is this the look that Salem wants to have?

And so please do not allow this entity or any of their associated entities to use the park for more than one event per year...if that.

Awakening Ministries has been getting the permits, but letting the other churches take turns hosting and so we need to be aware of how they might try to "work the system" to their advantage by what entity names are on the permits and what entities are actually hosting.

In conclusion, three options we have to address these issues are:

- 1) Allow entities only one event per year at Riverfront Park.
- 2) Deny all of their permits due to their mistreatment of the public, abusive misuse of the park, and likelihood for disruption as was done against the Proud Boys by another Oregon city.
- 3) Forbid religious groups to get park permits which has already been done by other cities in the U.S.. (This would make me sad though as I appreciate the cultural diversity of Salem, but I would support it if no other action was taken. If this happens though, I will fully blame Awakening Ministries and their associated entities for ruining it for all of the other religious groups who were showing respect to the general public by not excessively misusing the park.)

Thank you for hearing me.

Please let me know if you would like the links to the video coverage mentioned.

Shaundi
Salem Resident

Information Reports Packet

For SPRAB Meeting September 9, 2021

1. Mission Street Parks Conservancy - Minutes from June 24, 2021
2. Urban Forestry Report – Milan Davis, Urban Forester
3. Parks and Natural Resources Planning Report - Patricia Farrell, Parks and Natural Resources Planning Manager
4. Parks Operations Report – Jennifer Kellar, Parks Operations and Recreation Services Manager
5. Recreation Services Report– Becky George, Recreation Services Supervisor



Board Meeting Minutes
June 24, 2021

In Attendance

Gretchen Carnaby
Christine Chute
Kathy Savicki
Michael Slater

1. **CLMP Presentation** Patricia Farrell and two of the authors provided us with a review of the draft CLMP for Bush's Pasture Park, and responded to our questions.
2. **Agenda** Christine called the meeting (via phone) to order and reviewed the agenda.
2. **Minutes** Gretchen moved and Christine seconded adoption of the minutes of the May meeting as amended. The minutes were approved.
3. **Financial** Gary provided the end of May financial report. Michael has the email for our spring fund raising appeal to previous donors ready for review. Gretchen will send hard copies to those without email addresses. Christine reported that SHPO denied our grant application for the rose garden brickwork as having too little public benefit. She knows of one other possible grant source; Gretchen also has contacts who may help with the funding. Otherwise we will need to take the balance needed from our general fund. With the rose garden grants so far, we have already exceeded our annual grants goal by \$600.
4. **Response to Draft CLMP** Mike moved and Gretchen seconded that we write a letter of support to the City Council urging their adoption of the CLMP.
5. **Plant Sale** Gretchen reported that one of our volunteers has located a storage space where we can put the furnishings for the plant sale while we pursue a more permanent solution.
6. **Updates** Mike indicated that things are going well in his new role as Garden Manager. We also have a new Volunteer Coordinator on board. Brian is adamant that we not do any planting until the fall rains, so the volunteers will be weeding and edging beds this summer.

Next Meeting:

July 29, 4 to 6 pm (Per KS - This meeting was cancelled)

August 2021 SPRAB URBAN FORESTRY REPORT

Milan Davis, Urban Forester
Urban Forestry Division, Parks Operations
City of Salem Public Works Department

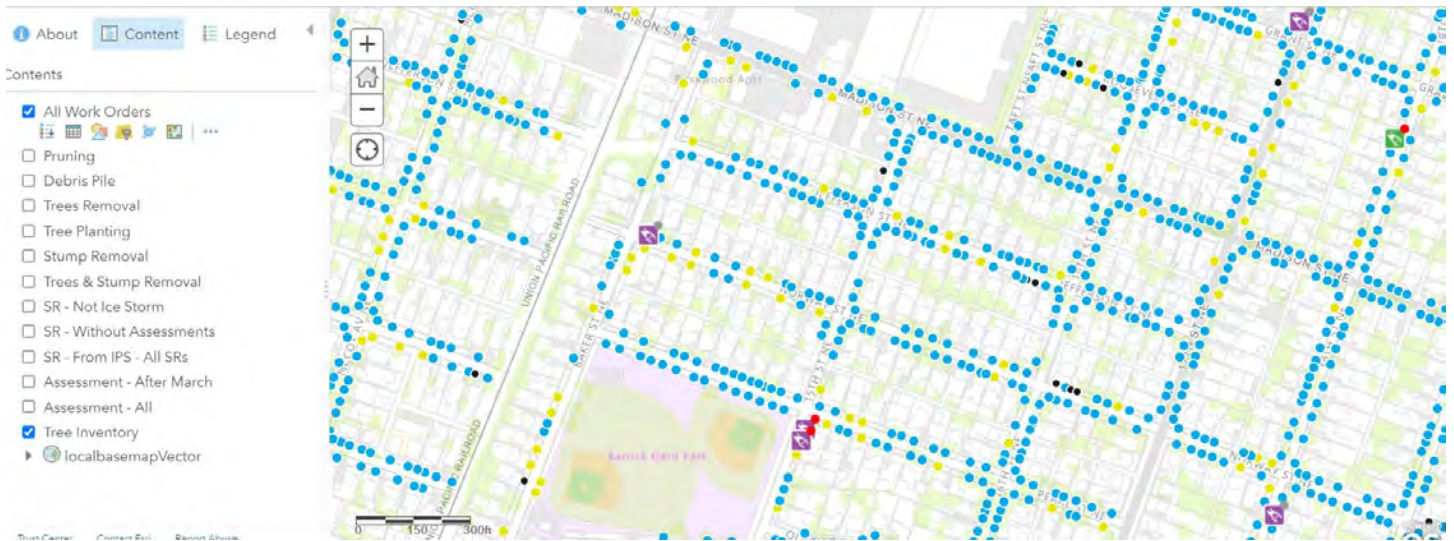
Reporting the month of August 2021

The Urban Forestry Division, UFD is still primarily working on cleanup from the February 12th ice storm. The focus has been on finding trees that still pose a threat or hazard to Salem resident's and infrastructure. During the month of August, the city had two city tree crews working on hazardous tree removals and hazardous limb removals. We are still working with the finance department to track all this work so we can get reimbursed from FEMA. We are working closely with city IT and GIS specialists to continue to document geographic locations and the work that was performed as well as plan for the work that has yet to be scheduled.

The Urban Forestry Division spent the remaining funds made available by the city leading up to the beginning of August. We have since asked for more funding to complete the work and will be awaiting a decision from the city on this allocation of funds. To this date \$1.6 million has been expended on contracts for storm related right of way tree cleanup and over 3400 work orders completed. Much of the work in February went undocumented because of the nature of the storm and immediate need to open streets and parks, so it's a fair estimate to say closer to 4000 work orders would have been created if the documentation methods were available from the onset of the storm. We informed the city that we had 683 outstanding storm related work orders that remained in our system and asked for funding up to 500k but not less than 300k to complete the remaining work with contractor assistance.

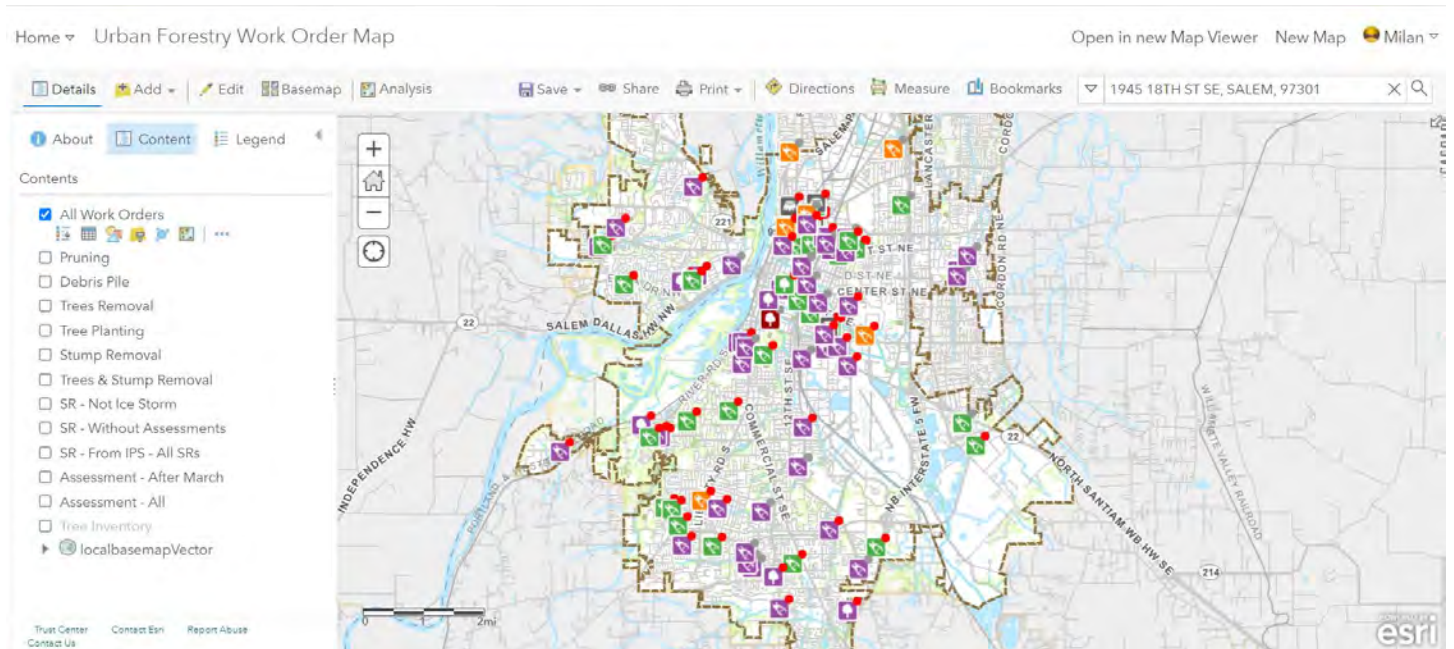
Still remaining to be done is grinding the stumps in the right of way that were taken down due to damage from the ice storm and replanting trees where space allows. How this is going to get completed is still being determined. We will take into consideration many factors when choosing trees as replacements, including but not limited to environmental site factors, new city code spacing requirements, global warming and overhead utility lines.

Even though the focus is on storm related work, we have begun to schedule and complete regular tree maintenance. Using some of the same programs and software we have been using for storm work we are now implementing in our day to day scheduling. Loading service requests and tree inventory information on a web based GIS map, we can schedule work orders that are attached to both a geocoded location/address as well as being attached to the Service request from the city. We have recently shared these maps with the city dispatch center, so they have the ability to inform residents if a work order is attached to their SR. The next step in this process will be to have a general schedule of when we expect to complete this work, but at the present time we do not have that capacity.



This map shows work orders along with the inventory. Blue dots represent city trees, yellow dots are open tree planting locations, black represents a stump and the colored squares are work orders attached to one of the trees.

Since creating this map just over a month ago we have already created over 140 work orders. Having this map available to tree crews via smart phones or tablets will allow them the ability to work more efficiently, read and view work order comments and the chance to close work as it is completed. This can all be live and could be available in the future to share with the general public if we wish to do so.



City of Salem Urban Forestry Division

Milan Davis Urban Forester

Tom Bradley Project Coordinator

Don Gunther Tree Crew

Jacob Downer Tree Crew

Mike Tyler Tree Crew

Evan Doney Tree Crew

Parks and Natural Resources Planning Update – August/September 2021

Climate Action Plan - Staff has been doing outreach for the summer/fall to ensure minority and under-represented residents of Salem are aware of the plan and process. Council Work Session September 20th. Presentation to SPRAB in October.

Bailey Ridge Park Master Plan – This project will begin mid-October for kickoff site visit and initial meeting. This is a neighborhood park in Ilahee area of Salem. Cameron McCarthy Landscape Architects is being contracted for this work. Toni will be the project manager. Micki and Paul are the SPRAB liaisons.

Geer Community Park Master Plan Update/Phase 2 Development - City Council approved the master plan with a reduction of new parking limited to 40 stalls. Greenworks to deliver final master plan on 8/30. It should be published to the City website by the end of the month. *Skate Park 30% Design* – Public participation plan in review. The project will start in mid-September with a community survey.

Bush's Pasture Park / Deepwood Gardens Cultural Landscape Management Plan -

City Council approved the plan. Final edits are being made by Greenworks and final copy will be uploaded to the Park Planning and Development web page by end of the month or beginning of September.

New Park Annexations - Rees Hill Road Annexation/CP/ZC approved as recommended on June 1, 2021. City Council date is September 13, 2021. Fisher Road Park / Ibex Street addition annexation is being initiated.

D Street Park – Construction of the D Street Park Frontage Improvements Project is underway. This work will add sidewalks and other improvements on the edges of the new park property. The City Urban Forester is closely monitoring trees along the edge of the project. Both NEN and NESCA want the park to be in their associations. Working with CD to resolve issue.

Bill Riegel Park – Construction for final phase of development will commence in spring/summer 2022. Received playground proposals and sent to Parks Maintenance for review. Virtual event planning underway with Spanish translation to be provided.

Candalaria Reservoir - SWAN wants this reservoir site to be designated a park. They would like to add boulders, berm, logs, bench, trash can, however due to reservoir expansion plans any additions will need to be minor and easily moved/removed. Working with SWAN to clarify issues. Space is currently used as neighborhood open space.

Tree City USA 45th Year – Staff has been planning quarterly events to celebrate our 45th year as TCUSA. First event was a poster contest beginning in April (Arbor Month). Next event is a “poetree” ([treecityusa-event-poster-poe-tree-FINAL.pdf](#)) writing and tree trivia contest in the fall. We are also looking at opportunities for posting TCUSA signs at major entrances (ODOT jurisdiction) to the City.

Tree Planting – Working with Friends of Trees to determine locations and dates for planting events. We will continue to focus on NE Salem. Also looking into “yard tree” pilot project.

Beaver Dam Operational Plan. Draft plan being prepared and reviewed. The plan will be presented at the Sept 9 SPRAB meeting.

Willamette Slough Ludwigia Treatment –Year 2 of the grant with Willamette Riverkeeper for treatment of the invasive aquatic weed. Treatment is underway. The next Ludwigia treatment is scheduled for the week of Sept 13.

Parks Operations Update – August/September 2021

Unsheltered Population Clean-Up Update

A clean-up was held on 7/29/21 at Claggett Creek Natural Area. The focus of the clean-up was the northern portion of the Claggett Creek Natural area that is located east of the KROC Center. While no members of the unsheltered population were relocated, a number of abandoned camps and a centralized dump site that had been accumulating garbage by the unsheltered, were cleaned.

Statistics:

- 1 Garbage Truck Load totaling an estimated 60 cubic yards of garbage

Total: 156 cubic yards of garbage and debris





A clean-up was held on 8/5/21 at Cascade Gateway Park. The focus of the clean-up was to remove garbage from the following areas of the park:

- All internal roadside ditches – which were then rough mowed to reduce fire danger
- Dumpster, Portable toilet, potable water areas were cleaned of all stockpiled garbage
- Both eastside reservation areas were cleaned of general garbage and debris

Statistics:

- 1 Garbage Truck Load totaling an estimated 40 cubic yards of garbage was removed from the park.

The clean -up that was scheduled for Wallace Marine Park on 8/12/21 was cancelled given the extreme heat forecasted temperature of 105 degrees coupled with the heavy labor involved in the clean-ups.

A clean-up was held on 8/5/21 at Cascade Gateway Park. The focus of the clean-up was to remove garbage from the following areas of the park:

- All internal roadside ditches – which were then rough mowed to reduce fire danger
- Dumpster, Portable toilet, potable water areas were cleaned of all stockpiled garbage
- Both eastside reservation areas were cleaned of general garbage and debris

Statistics:

- 1 Garbage Truck Load totaling An estimated 40 cubic yards of garbage was removed from the park.

A clean-up was held on 8/19/21 at Cascade Gateway Park. The crew consisted of 15 Service Master/Gliss staff and 10 PW staff cleaning the gravel parking area at Cascade Gateway Park. Thanks to the hard work of SPD and Compliance Services earlier in the week, the area was cleared of campers and vehicles before the clean-up was started. With the area clear (and SPD standing by to keep it clear for the crews) PW was able to safely bring in heavy equipment and large dumpsters to help facilitate the cleanup. By the end of the day we were able to cleanup all of the parking lot, the western shoreline of Walter Wirth Lake, and the grass field west of the parking lot.

In addition to the cleanup efforts, boulders were placed to create barriers at various entry points in order to restrict vehicular access. Park staff also installed a new locking mechanism on the main entry gate that is designed to withstand vandalism and impact; however, can be easily opened with a key should EMS need access to the park.

At 4:30 on 8/19/21, park staff closed and locked the gate at the main entrance to the park. Signs alerting the public the closure were put in place.

Statistics:

- Estimated 140 cubic yards of garbage (three 40-yard dumpsters filled, and 20 yards compacted in the garbage truck)
- Estimated 25 cubic yards of metals for recycling
- Estimated 60 shopping carts returned to Walmart







A clean-up was held on 8/26/21 at Cascade Gateway Park. A small crew consisting of 5 Service Master/Gliss staff and 7 PW staff cleaned multiple areas at Cascade Gateway Park. Given the smaller crew size, it was decided to focus on detail rather than volume. The clean-up crew litter-picked the entrance, off-leash area, western lakeshore, and holes 1-3 of the disc golf course. Four abandoned campsites were also cleaned up in these areas. Once the litter and campsites had been removed, Park staff were also able to mow these areas for the first time since spring of 2020.

Statistics:

- Estimated 20 cubic yards of garbage (compacted in the garbage truck)
- Estimated 5 cubic yards of metals for recycling
- Estimated 20 shopping carts returned to Walmart

August Clean-Up Schedule:

- ❖ Thursday, 8/5 Cascades Gateway Park – Reclaim eastside reservation areas, clean ditch litter, remove garbage from dumpster/toilet area, mow ditches, fields and create fire barrier.
- ❖ Friday, 8/6 Wallace Marine Park – Post barricade signs for 8/12 clean-up.
- ❖ Tuesday, 8/10 Cascades Gateway Park – Begin vehicle tagging and posting process in parking lots.
- ❖ Thursday, 8/12 Wallace Marine Park - Clean next batch of campsites in wooded area between internal park road and river.
- ❖ Tuesday, 8/17 Cascades Gateway Park – Continue vehicle tagging and posting and begin towing vehicles [SPD and Code Enforcement]
- ❖ Thursday, 8/19 Cascades Gateway Park – Clean parking lots and open field areas.
AT END OF DAY Close Gates to Park and place signs and barriers.
- ❖ Friday, 8/20 Cascades Gateway Park – Post barricade signs at any remaining campsites for 8/26 clean-up.
- ❖ Thursday, 8/26 Cascades Gateway Park – Clean campsites in the woods
- ❖ Friday, 8/27 Cascades Gateway Park – Post barricade signs at any remaining campsites for 9/2 clean-up.
- ❖ Thursday, 9/2 Cascades Gateway Park – Clean campsites in the woods and any other remaining areas.

NOTE: Cascade Gateway Park will be closed to all public camping and all public access beginning 8/19 (late afternoon) and will remain closed until the park is fully cleaned and deemed safe for public use.

Personnel Update

After 20 years of service as our Parks Volunteer Coordinator, Tibby Larson has announced her retirement from the City of Salem. Tibby's last day will be Friday, October 1st. While this will be a difficult exercise, recruitment for her position will open next week in the hopes that after selection of her replacement, it will allow for approximately one month of cross-training prior to Tibby's effective retirement date. Details surrounding her retirement party send-off will be provided at a later date. Amanda Sitter, previous Parks Maintenance Operator, has been hired as the new Parks Volunteer Coordinator. Amanda will be cross-training with Tibby during the month of September in preparation for Tibby's retirement.

Lighting Projects

In coordination with PGE, Salem Electric, neighborhood association, and SPD, additional lighting will be placed in the following parks to assist in addressing increased safety concerns:

- Northgate Park – park interior along pathway
- Englewood Park – park interior, recessed corners
- Hoover Park – park interior
- Bush's Pasture Park – along Mission Street furthest northside of parking lot

Salem Park Improvement Fund (SPIF)

Letters have been sent to all neighborhood associations apprising them of the start of the new SPIF cycle. This cycle will be for the 2021-23 award cycle.

Salem Parks and Recreation Advisory Board Meeting
Recreation Update – August-September 2021

1. Events/Facility Use

- City Hall offices reopened on Monday, July 19 after being closed for more than a year!!
- City property reopened for events Memorial Day weekend. Staff in Room #325 are taking inquiries and park reservations at a rapid pace. The original decision was to wait to accept external customer reservations of our indoor facility – Pringle Hall – until October 1, 2021, but as COVID restrictions eased, we elected to reopen the hall to reservations on July 19. Cascade Gateway Park will remain closed to rentals for at least the remainder of this calendar year.
- In cooperation with Salem Police Department, Parks and Recreation staff processed 45 street closure requests and use of 6 parks for National Night Out on Tuesday, August 3.
- Salem Rotary held their private, invitation only, celebration of the new Gerry Frank I Salem Rotary Amphitheater on Friday, July 23. The south end of Riverfront Park was extremely busy with this event and the opening of the Ironman expo village. It is believed the new amphitheater could be available for rentals by October 1, 2021. Staff continue to work on a facility specific rental permit, map, and use guidelines for this amazing new facility.
- Ironman began moving into Riverfront Park on Monday, July 19. Two 53-foot semi-truck trailers were set-up in the South Lot of Riverfront, followed by tents/canopies, fencing, bike racks, swim entry/exit ramps, finish line infrastructure and other event support. The Salem event was a 70.3 mile Ironman triathlon in which over 2,000 participants swam 1.2 miles in the Willamette River, biked 56 miles south through Salem and into Marion County, and ran 13.1 miles in Riverfront and Minto-Brown Island Parks. Some photos are included at the end of this report.

2. Youth Recreation Programs

- We concluded summer youth recreation programs last week. Most camps were at capacity (due to COVID rules). We are currently accepting registrations for the September and October STRIDE run/walks and the Owl Prowl with the Park Ranger on October 22, November 19 and December 17.
- We ended up with more than 1,200 participants in the various summer programs. This is a few hundred more than we had last summer.
- Due to limited applicants in our spring hiring pool, we ended up being able to successfully cover youth recreation programs with less staff than we've had previously.
- Our next STRIDE event offers a 5K route, and is scheduled this coming Saturday, September 4 in Bush's Pasture Park. The October STRIDE event will be held on Saturday, October 2 in Minto-Brown Island Park and will offer a 5K and 10K route.

3. Softball and Kickball Leagues/Tournaments

- Our youth national fastpitch softball tournament (14A Western) the last week of July was a success. Unfortunately, due to COVID we had fewer teams than we had hoped for, but ended up having representation from California, Colorado, Washington and Oregon.
- We started our Fall league for softball and kickball the end of August and have 72 teams registered! If the weather allows, these teams will continue to play through the first week of October.
- In July, the annual week-long senior softball tournament that is co-sponsored by Travel Salem was the biggest it's ever been at 73 teams.





