



Staff Report

File #: 21-420

Version: 1

Date: 9/27/2021

Item #: 6.e.

TO: Mayor and City Council

THROUGH: Steve Powers, City Manager

FROM: Peter Fernandez, PE, Public Works Director

SUBJECT:

Recommendations from the Salem Parks and Recreation Advisory Board on park usage and permitting of events at City parks.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Welcoming and Livable Community

SUMMARY:

On May 10, 2021, Council directed the Salem Parks and Recreation Advisory Board (SPRAB) to "develop recommendations for usage and permitting of events at City parks." A subcommittee consisting of four SPRAB members was formed to review existing City policies and regulations and to consider best practices of other jurisdictions. The subcommittee prepared a memorandum summarizing its findings, which was adopted by SPRAB at its meeting on September 9, 2021, and is now being forwarded to Council for further consideration.

ISSUE:

Recommendations from Salem Parks and Recreation Advisory Board on park usage and permitting of events at City parks.

RECOMMENDATION:

Information only.

FACTS AND FINDINGS:

1. On May 10, 2021, the Salem City Council directed the Salem Parks and Recreation Advisory Board

(SPRAB) to “develop recommendations for usage and permitting of events at City parks.”

2. At its meeting on May 13, 2021, SPRAB appointed four members of the Board to a subcommittee. Over the next several months, each member of the subcommittee conducted independent research and developed recommendations, which were collected by City staff.

3. The subcommittee members also met with the Human Rights Commission (HRC) and with HRC’s LGBTQIA+ Intersectional Task Force at their regularly scheduled public meetings in order to gain insights through the lens of diversity, equity, and inclusion.

4. The independent work of the subcommittee members was compiled into a single memorandum that was reviewed by the subcommittee members together during two public meetings, the first on August 9 and the second on August 24, 2021. At the August 24 meeting, the subcommittee approved the memorandum for submittal to SPRAB.

5. At its meeting on September 9, 2021, SPRAB adopted the policy recommendations from the Parks Usage and Permitting Subcommittee. (See SPRAB Action Sheet, Attachment 1).

6. Attachment 2 is the memorandum summarizing the work of the Parks Usage and Permitting subcommittee. The memorandum highlights 14 recommendations of the subcommittee, lists the 30+ references and other resources made available to the subcommittee members for their review, provides a full compilation of all the recommendations and comments generated by the members of the subcommittee, and includes the public comments received during the process.

BACKGROUND:

On May 10, 2021, Salem City Council directed SPRAB to develop recommendations for usage and permitting of events at City parks. The submittal of this report fulfills this charge given to SPRAB.

Robert D. Chandler, PhD, PE
Assistant Public Works Director

Attachments:

1. Salem Parks and Recreation Advisory Board Action Sheet, dated September 9, 2021
2. Report from the Park Usage and Permitting Subcommittee’s Review of Park Policies and Practices, dated September 9, 2021.