

Salem Parks and Recreation Advisory Board (SPRAB)

2019 Strategic Planning Meeting

January 26, 2019



MEETING SUMMARY

Background

On January 26, 2019, the Salem Parks and Recreation Advisory Board (SPRAB) held a day-long strategic planning meeting with the objectives to learn more about SPRAB's interests, prioritize Board goals, gain a better understanding of roles, and develop and prioritize potential role modifications. No formal action was taken at the meeting.

To prepare for the meeting SPRAB members participated in an online survey. Meeting participants included SPRAB, key City staff and meeting facilitators.

Tom Cupani, Assistant City Attorney presented information about SPRAB's duties and responsibilities and Referral of City Tree Issue Pursuant to SRC § 86.050(b).

The meeting was open to the public. Three members of the public attended the meeting and provided feedback.

Participants

SPRAB Members

- Diana Dickey
- Dylan McDowell
- Kasia Quillinan, Chair
- Micki Varney
- Patty Tipton
- Paul Rice
- Tony Caito
- Woodrow "Woody" Dukes

City Staff

- Steve Powers, City Manager
- Tom Cupani, Assistant City Attorney
- Robert Chandler, Assistant Public Works Director
- Patricia Farrell, Parks Planning and Resources Manager
- Jennifer Kellar, Parks Operations and Recreation Services Manager
- Toni Whitler, Park Planner

Facilitators (Barney & Worth, Inc.)

- Libby Barg Bakke
- Kimi Iboshi Sloop

Public

- Michael Slater
- Jon Christenson
- Clifford Eiffler

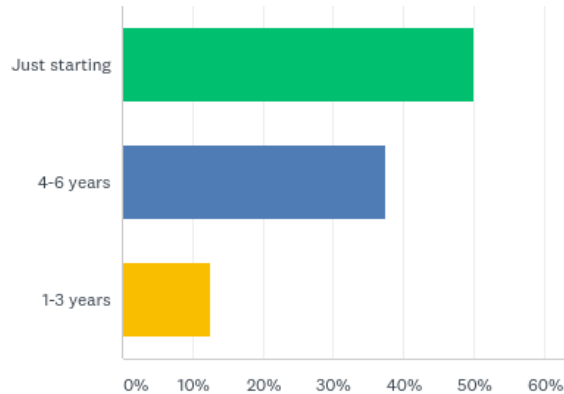


The results of the survey and meeting outcomes are summarized in the following pages.

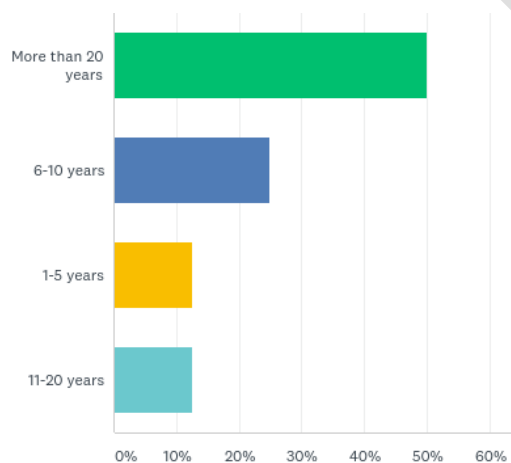
SPRAB Post Meeting Survey

Prior to the meeting, SPRAB members were asked to complete a survey. Survey results supported discussion during the strategic planning meeting.

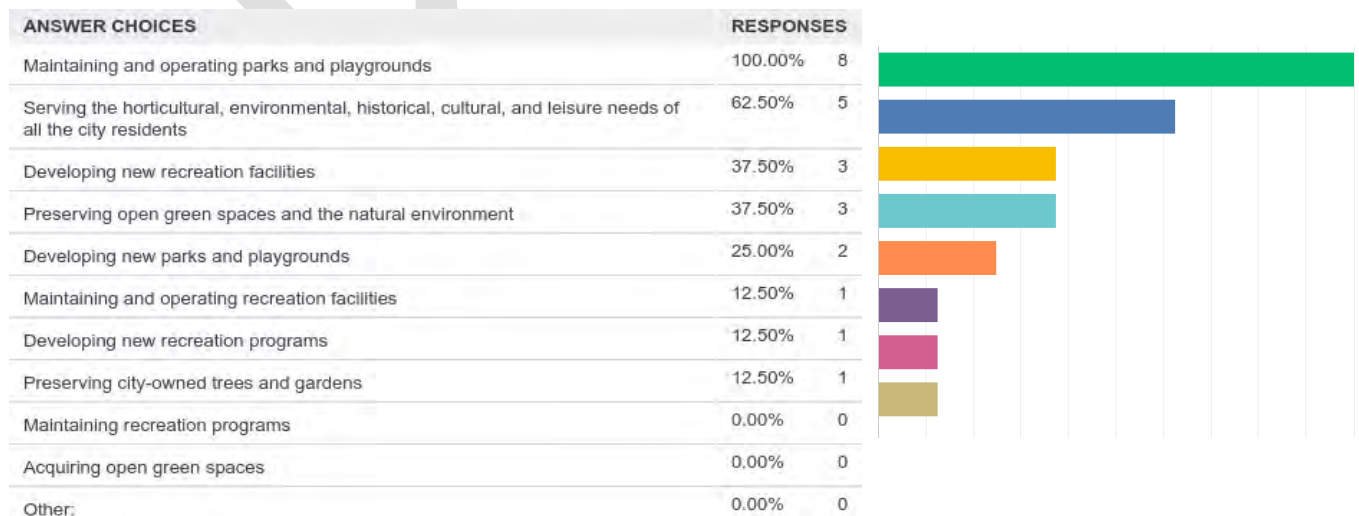
1. How long have you served on Salem Parks and Recreation Advisory Board (SPRAB)?



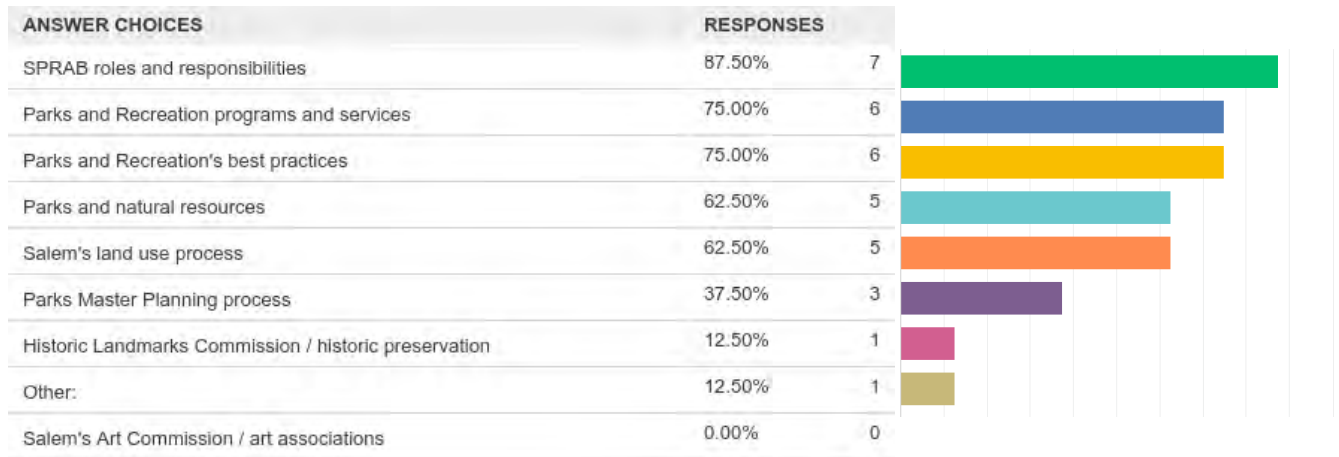
2. How long have you lived in Salem?



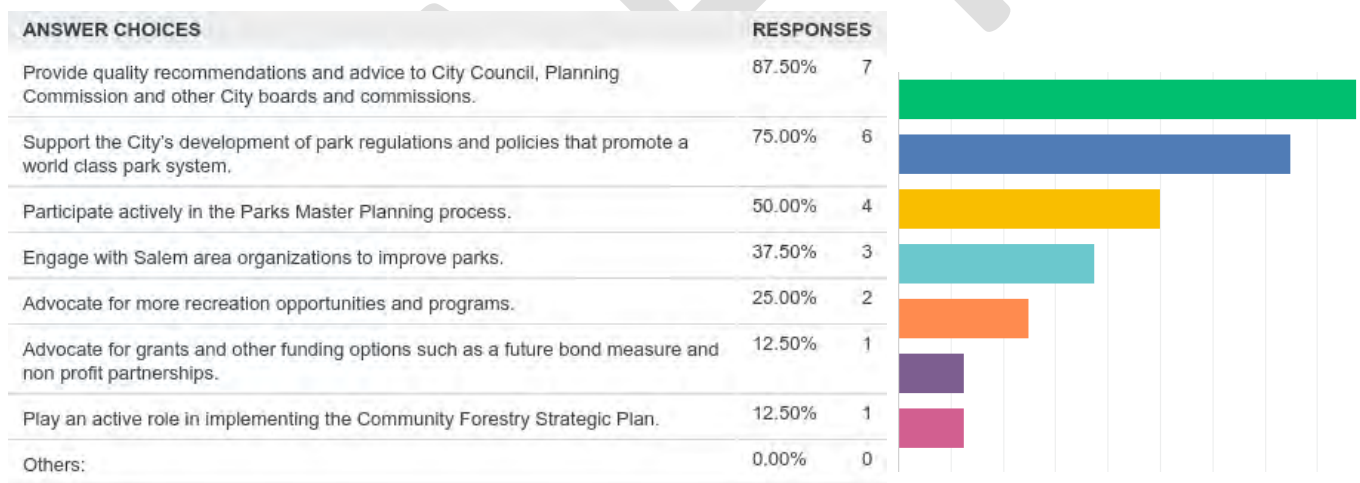
3. What are your chief areas of interest in SPRAB? (Select your top three)



4. What would you like to learn more about at your regularly scheduled meetings? (Select all that apply)

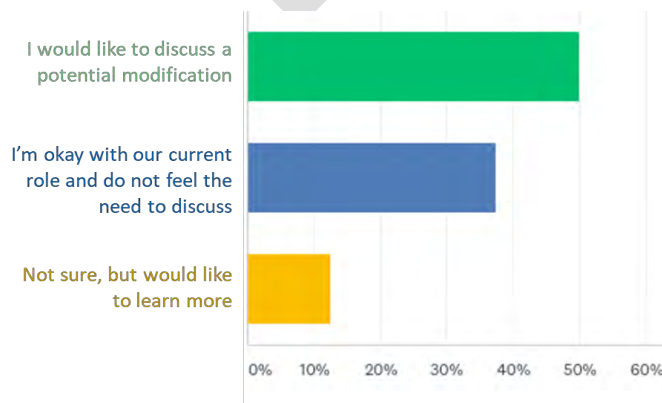


5. What are your top goals for SPRAB? (Select your top three)

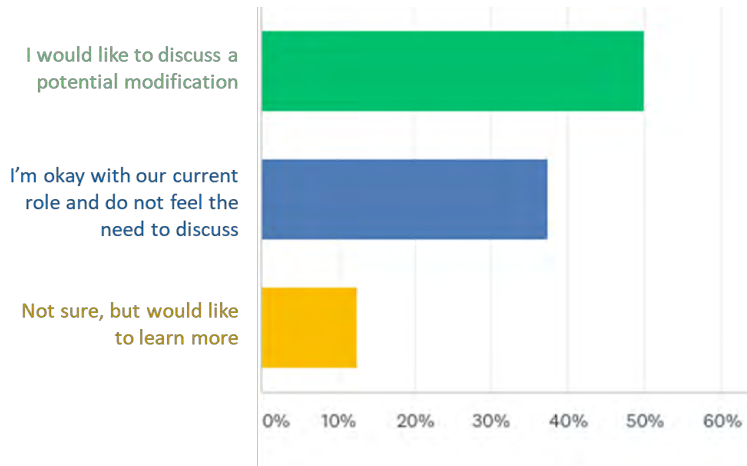


6. What topics related to SPRAB's roles would you like to discuss at the retreat?

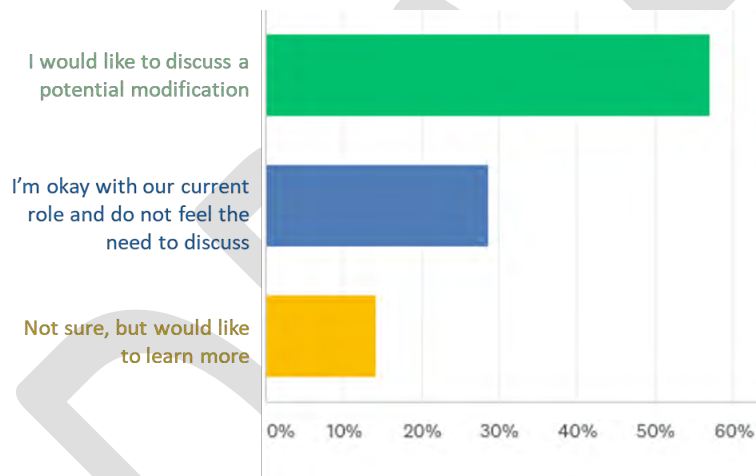
Trees on City Owned Property (SRC CHAPTER 86)



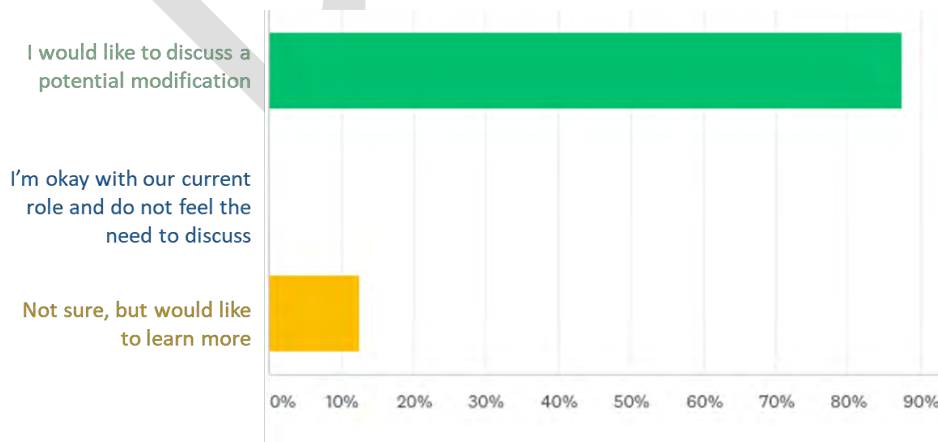
Parks Master Plan



Mission Street Parks Conservancy



Art in Parks



Workshop Discussion

SPRAB Goals

The top three goals determined through the pre-meeting survey meeting included:

- **Provide quality recommendations and advice** to City Council, Planning Commission and other City boards and commissions.
- **Support the City's development of park regulations and policies** that promote a world class park system.
- **Participate actively in the Parks Master Planning process.**

Board members were asked to further define the goals and describe "What does success look like to you?"

Provide quality recommendation and advice

- *Provide a comprehensive review and time to consider issues. Look for consistency with overall Parks Master Plan.*
- *Provide actionable recommendations.*
- *Consider the transparency of the decision – how much opportunity was provided for input?*
- *Create a check list – does the recommendation hit all these bullet points?*
- *Allow enough time on SPRAB agendas to fully vet recommendations and have an adequate discussion.*
- *Staff to provide sufficient information to SPRAB about the issue to allow substantial discussion to ensure the recommendation is well considered and based on good information.*
- *Provide clear direction to SPRAB. Is the agenda item an FYI or an ask? If it is an ask, what exactly is being asked?*

Support the City's development of park regulations and policies that promote a world class park system.

- *Develop criteria that defines a "world class park system" in scale and uses appropriate for Salem.*
- *Remove "world class" from the goal statement. "World class" is a great vision statement. Put it in the mission or vision of the Board, not a goal. The intent of the goal is that the parks system should be a great system – one that meets the needs of Salem residents. Other potential descriptors: sustainable; accessible; equitable; serves all demographics; geographically balanced; connected.*
- *Support all parks. Encourage new parks and develop what we already have.*
- *Keep an eye toward flexibility. Don't make park regulations so restrictive that we limit the issues of accessibility, etc. Create/encourage a welcoming atmosphere.*
- *Provide demographic representation of Salem residents on SPRAB.*

Participate actively in the Parks Master Planning process.

- ⌘ *Encourage participation by a variety of people – all ages, all demographics.*
- ⌘ *Participate in public involvement processes for individual Park Master Plans.*
- ⌘ *Incorporate SPRAB input into the staff recommendation for the Parks Master Planning process.*
- ⌘ *Provide opportunity for SPRAB to review/recommend privately funded projects that are part of a Parks Master Plan.*



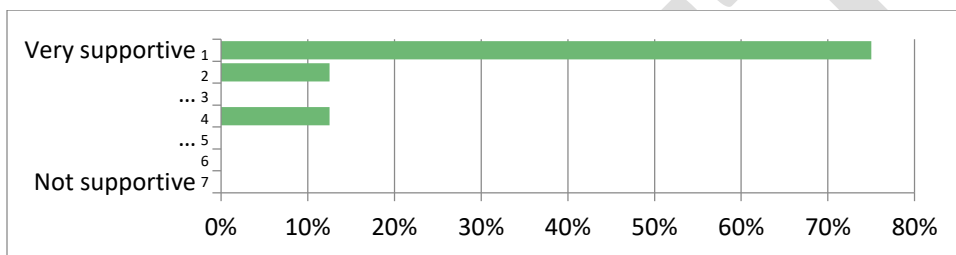
Modifying SPRAB Roles

Following a brief overview of the Board's current roles, SPRAB members discussed potential modifications to their roles, used electronic polling to determine their collective level of support to modify role, and selected several options for further vetting by a SPRAB subcommittee. The type of modifications discussed included changes in resource allocations, policies, code, etc. Some types of modifications would require City Council approval.

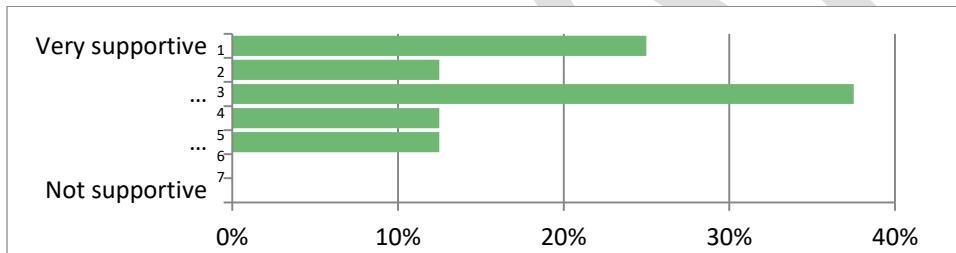
Using electronic polling SPRAB ranked their level of support for making changes to roles based on a scale of 1 (not supportive) to 7 (very supportive).

- 6.5** Art in Parks
- 5.3** Trees on City Property
- 5.3** Parks Master Plan
- 4.5** Mission Street Parks Conservancy

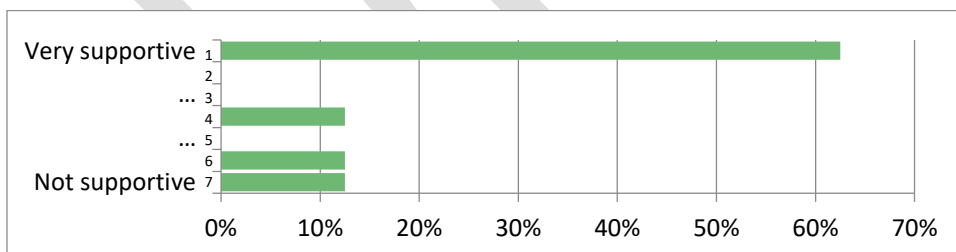
Art in Parks **6.5**



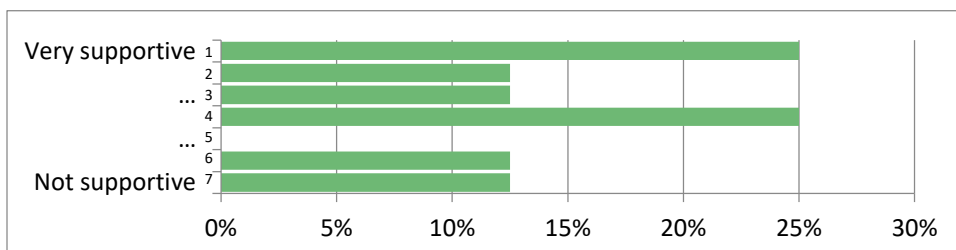
Trees on City Owned Property **5.3**



Parks Master Plan **5.3**



Mission Street Parks Conservancy **4.5**



SPRAB members also selected their first and second priority for further consideration:

Role	#1 Priority	#2 Priority
Trees on City Property	50%	43%
Parks Master Plan	38%	43%
Art in Parks	12%	14%
Mission Street Parks Conservancy	0%	0%

Results reveal SPRAB's priorities and support for considering changes to their roles related to Trees on City Property and Parks Master Plan. Art in the Parks scored well in support but was not considered as high a priority. Considering changes to SPRAB's role with the Mission Street Parks Conservancy scored the lowest for support and received no priority votes.

Following are SPRAB's suggestions for roles changes.

Trees on City Owned Property

Current role:

- Issue decisions on appeals of decisions by the Director.
- Issue decisions on applications referred to the Board by the Director.
- Issue recommendations on nominations for Heritage Tree designations.
- Provide advisory recommendations to the Director, and to the City Council on matters relating to City trees.

Potential modifications for subcommittee study:

- *Regular in-person updates, either monthly or quarterly, from the Urban Forester. The update should include tree removal and planting schedules, and updates of Historic Landmark Commission tree issues.*
- *Receive monthly tree reports from Urban Forester and an annual tree report of all tree related work.*
- *Study legislative processes governing tree decisions and clarify process and authority. Make changes to legislative process with the goal to more clearly identify responsibilities.*
- *Review and recommend necessary ordinance changes to allow SPRAB to make recommendations on tree plans.*
- *Review the City's internal processes for tree variance and tree removal to determine if they can be combined into one process.*
- *Review and update the City's street tree list and work with Urban Forester on types of trees to plant.*
- *Each year identify 2-4 priority actions from the Community Forestry Strategic Plan for SPRAB and City staff to focus on.*
- *Provide clarification of concurrent jurisdiction over City trees (i.e. Historic Landmarks Commission, Urban Development)*

Parks Master Plan

Current role:

- Board member assigned as liaison to each master plan.
- Recommend approval of individual park master plans to City Council.

Potential modifications for subcommittee study:

- *SPRAB receives public comments and make decisions on parks master plans.*
- *Council may request public hearing.*
- *Review memorandum of understandings in relationship to master plan.*
- *Ensure council representative is informed during entire master plan process. Solicit City Councilor comments for parks in each Councilor's ward.*

Art in Parks

Current role:

- No formal process, ad hoc.

Potential modifications for subcommittee study:

- *Create formal process for notification and input.*
- *Create criteria for Art in Parks to address placement of art, maintenance of art, and environmental impacts of art.*
- *Create a joint subcommittee with the Salem Public Arts Commission and Salem Arts Association to make rules/criteria for siting art in parks.*
- *Note: SPRAB should not have a role in selecting art pieces.*

Mission Street Parks Conservancy

Current role:

- Provided updates on at least a quarterly basis.
- Provided annual work plan.

Potential modifications for subcommittee study:

- *Create a master plan for Bush's Pasture Park.*
- *Review annual work plan against the park master plan.*
- *Review projects that have a broader impact, involve construction, and/or change the function of the area.*
- *Create a joint subcommittee with the Mission Street Parks Conservancy to create criteria by which to identify specific projects that SPRAB should review.*

Next Steps

SPRAB members voted on their interest to serve on a subcommittee to make recommendations on role changes.

Role	Interested	Not interested	Not sure yet
Trees on City Property	63%	25%	12%
Parks Master Plan	63%	12%	25%
Art in Parks	25%	25%	50%
Mission Street Parks Conservancy	12%	63%	25%

City staff reported they will follow-up with SPRAB members on the process for initiating subcommittees.

Public Comment Summary

- It would be beneficial if responsibilities for managing trees was clearer.
- SPRAB should identify opportunities for public input.
- SPRAB should not be too heavy handed on tree regulations in historic areas. There are state/federal regulations that dictate the Historic Landmarks Commission's role with historic trees.