



## CITY OF SALEM

### SALEM PARKS AND RECREATION ADVISORY BOARD

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: [cityrecorder@cityofsalem.net](mailto:cityrecorder@cityofsalem.net) at least two business days in advance.

#### SALEM PARKS AND RECREATION ADVISORY BOARD

##### Members

Kasia Quillinan, Chair  
Tony Caito, Vice Chair  
Diana Dickey  
Woody Dukes  
Dave Fridenmaker  
Dylan McDowell  
Paul Rice  
Patty Tipton  
Micki Varney

##### City Staff – Public Works Department

Robert Chandler, Assistant Public Works Director  
Mark Bechtel, Operations Division Manager  
Patricia Farrell, Parks and Natural Resources  
Planning Manager  
Jennifer Kellar, Parks and Recreation Services  
Manager  
Becky George, Recreation Supervisor  
Toni Whitler, Park Planner

**Next Meeting: March 14, 2019- Hearing on  
Division Street Tree Referral  
Anderson Rooms, Salem Central Library**

#### AGENDA

February 14, 2019 5:30-7:00 p.m.

City Hall, 555 Liberty St SE  
Room 325, Public Works Traffic Control Conference Room

##### 1. ROLL CALL

##### 2. MINUTES

a. January 10, 2018

##### 3. PUBLIC COMMENT

##### 4. BOARD ITEMS/PRESENTATIONS

- a. Proposed Park Capital Improvement Projects – Tammi Starrs, Program Manager
- b. Board Retreat Follow-up/Committee sign up

##### 5. ACTION ITEMS

- a. Endorse Local Government Grant Application for Restroom Facility at Riverfront Park
- b. Adoption of *Hearing Procedures on Director's Referral*
- c. Review & Adoption of 2019 Work Plan

##### 6. INFORMATION REPORTS

- a. Food and Sundries Distribution to the Homeless Community Task Force- Mark Bechtel
- b. Referral of Division Street Tree Removal to the Board
- c. Urban Forestry Update – Jan Staszewski
- d. Parks Planning Update – Patricia Farrell
- e. Acquisition of Rees Hill Road Property – Patricia Farrell
- f. Parks Operations Update – Jennifer Kellar
- g. Recreation Services Update – Becky George
- h. Salem Park Improvement Fund Update – Toni Whitler
- i. Damage Report

##### 7. ADJOURNMENT

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with the Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

Es la política de la Ciudad de Salem asegurar que ninguna persona será discriminada por motivos de raza, religión, color, sexo, estado civil, situación familiar, origen nacional, edad, discapacidad mental o física, orientación sexual, identidad de género, ni fuente de ingresos, de acuerdo con el Salem Revised Code Chapter 97. La Ciudad de Salem también cumple plenamente con el Title VI of the Civil Rights Act of 1964, y los estatutos y reglamentos relacionados, en todos los programas y actividades.



## SALEM PARKS AND RECREATION ADVISORY BOARD

January 10, 2018

Traffic Control Center Conference Room 325

DRAFT MINUTES

---

### MEMBERS PRESENT

Tony Caito (Acting Chair)  
Diana Dickey  
Woody Dukes  
David Fridenmaker  
Paul Rice  
Patty Tipton  
Micki Varney

### MEMBERS ABSENT

Kasia Quillinan

### STAFF PRESENT

Tom Cupani  
Allen Dannen  
Patricia Farrell  
Luke Gmazel  
Jennifer Kellar  
Tammi Starrs  
Toni Whitler

---

The audio for this meeting is available at the following link:

<http://media.cityofsalem.net/meetings/audio/parks-and-recreation-advisory-board-audio-2019-01-10.mp3>

### 1. **OPENING EXERCISES**

Roll Call: Kasia Quillinan was marked absent.

### 2. **APPROVAL OF MINUTES**

a. December 13, 2019 minutes approved.

### 3. **PUBLIC COMMENT**

a. EM Easterly, Ward 8, had come to the December 13, 2018 SPRAB meeting to talk about some inconsistencies between the Salem Comprehensive Park System Master Plan map and the Salem Area Comprehensive Plan map. He asked if anyone had questions for him. No questions were received.

### 4. **ACTION ITEMS**

a. Agenda for the Board Retreat

Patricia Farrell went over the specifics of the agenda for the upcoming Strategic Planning retreat on Saturday, January 26, 2019.

b. Nominations of Officers-

Paul Rice recused himself as he is not official member yet

Member Tipton nominated Kasia Quillinan for Chair.

Member Varney moved to vote to elect Kasia Quillinan for Chair, Member Dukes seconded.

**Vote: All members in favor, motion passed.**

Member Tipton nominated Tony Caito for Vice Chair. Member Varney moved to vote to elect member Caito as Vice Chair, Member Dukes seconded.

**Vote: All members in favor, motion passed.**

c. 2019 Calendar

Ms. Whitler distributed the 2019 draft Work Plan Calendar for the Board members to review for discussion at the February meeting.

### 5. **INFORMATION REPORTS**

a. Mission Street Parks Conservancy Quarterly Report – Gretchen Carnaby and Michael Slater

Ms. Carnaby presented a report on what has been done over the past year and future proposed projects, and current volunteer activities. A written report has been submitted to the Board members.

b. Police Facility Landscape Update – Luke Gmazel

Luke Gmazel, P.E., Project Manager for the Salem Police Station project, announced that the Public Works Director has directed SPRAB to make the decision for tree removal on Division Street NE between Liberty and High Streets NE. SPRAB will consider this issue at a public hearing at the March 14 meeting.

Member Rice said since he wasn't at the previous meeting (he is a new board member), he understands the removal is due to the fact that Division Street is a connector street and with the police station being developed, that portion of Division had to be developed for parking. Gmazel said that is true for the block adjacent to the police facility, but the one SPRAB will decide on is the next block (to the east).

Member Caito asked whether the parking is angled or parallel. Mr. Gmazel said it is currently parallel and recommends that if parallel is considered it should be marked. Alan Dannen, Public Works Engineering, replied that they are going to refine this information and provide more details for the March meeting. Tom Cupani, Assistant City Attorney, confirmed that a staff report will be provided well in advance of the March 14 hearing.

c. Parks Planning Update – Patricia Farrell

- Fairview Community Park - Beginning to move forward on Phase One. Public Works Engineering sent out requests for proposals to landscape architect consultants for a grading plan, costs, and determine facilities for the phase one development. Once costs and facilities are determined the City will seek grant funding to assist with development.
- Riverfront Park north restroom facility – Ms. Farrell said they are moving forward on planning the restroom facility. Currently working on getting cost estimates for a grant application this spring. Moving forward with the amphitheater planning at the south end. Public Works Engineering is conducting geotechnical work for the footings of the stage, as well as moving forward on the capping plan for the undeveloped land that is currently a brownfields site. Capping must be done prior to the amphitheater construction.

d. Parks Operations Update: Jen Kellar

- New horticulturalist - Ms. Kellar said she has completed the interviews for a new horticulturist. Brian Smith was the selected candidate. He'll be working with Tom Beatty, the current horticulturist until Tom retires at the end of February.
- Personnel - She mentioned the parks operations supervisor, JD Clarizio, is leaving the City February 19 for a position in Medford.

e. Becky George, Recreation Update

- STRIDE walk/run dates flyer distributed to the board. Ms. George mentioned they are working on bringing a marathon to Salem. She'll continue to update the Board on its status.
- Recreation programming guide should be out in April.
- Registration for kick-ball and softball is February 4.
- She solicited movie selections from the Board for movies in the park.

f. Tammi Starrs, Program Manager for the Capital Improvement Plan

Ms. Starrs distributed a flyer on the CIP and also said there will be an online survey coming out soon.

- g. Damage Report – Member Rice asked whether there is a peak season. Ms. Kellar said it is fairly common with more occurrences in the summer.

**6. NEXT MEETING**

February 14, 2019

**7. ADJOURN**

7:30 p.m.

DRAFT

# 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

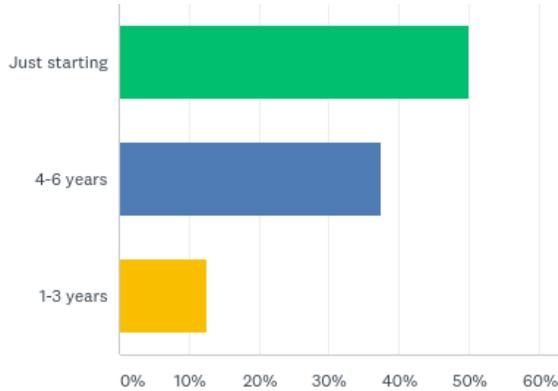


The results of the survey and meeting outcomes are summarized in the following pages.

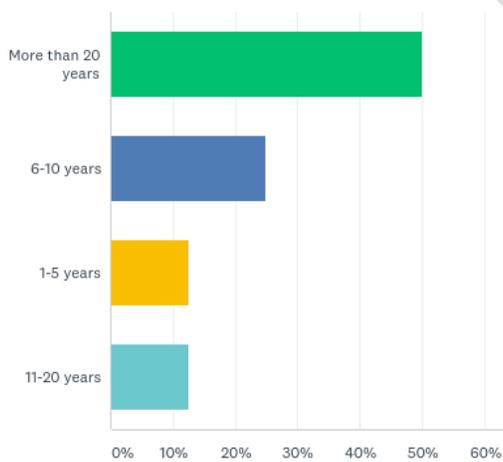
## SPRAB Post Meeting Survey

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

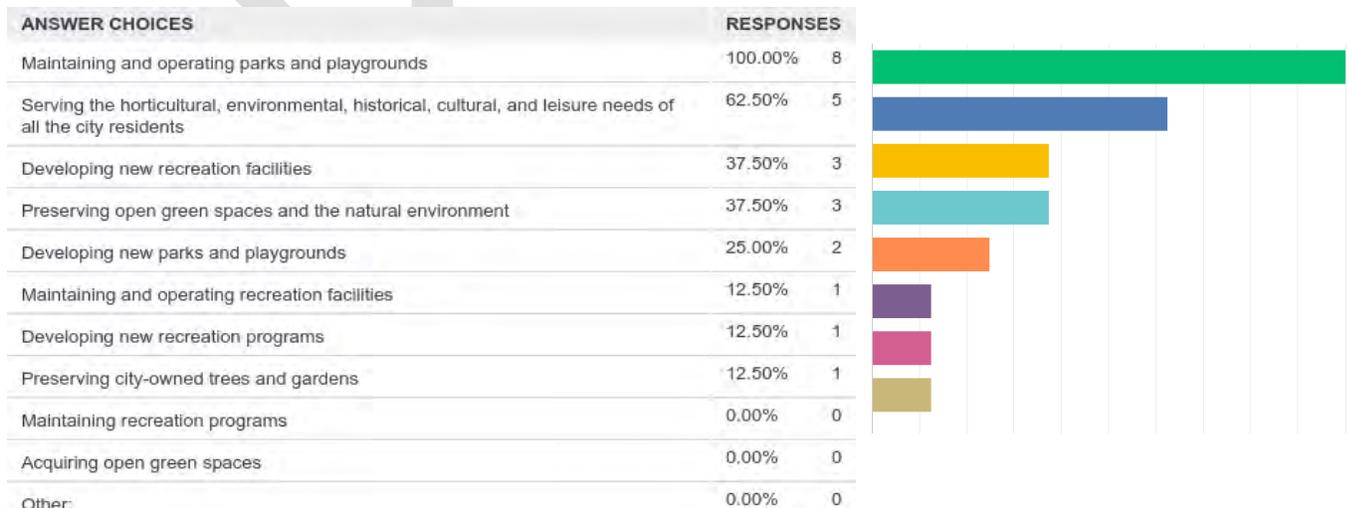
1. How long have you served on Salem Parks and Recreation Advisory Board (SPRAB)?



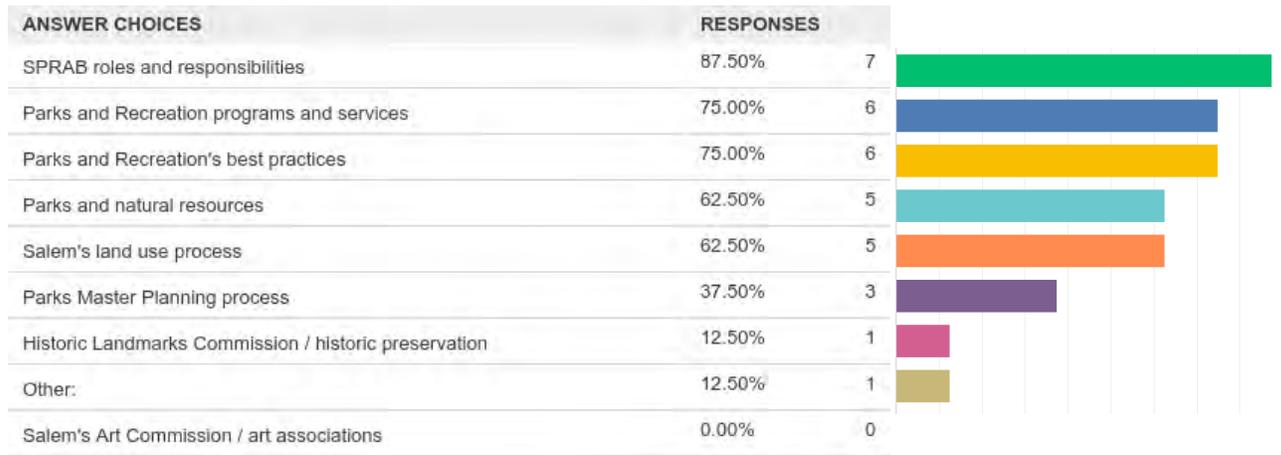
2. How long have you lived in Salem?



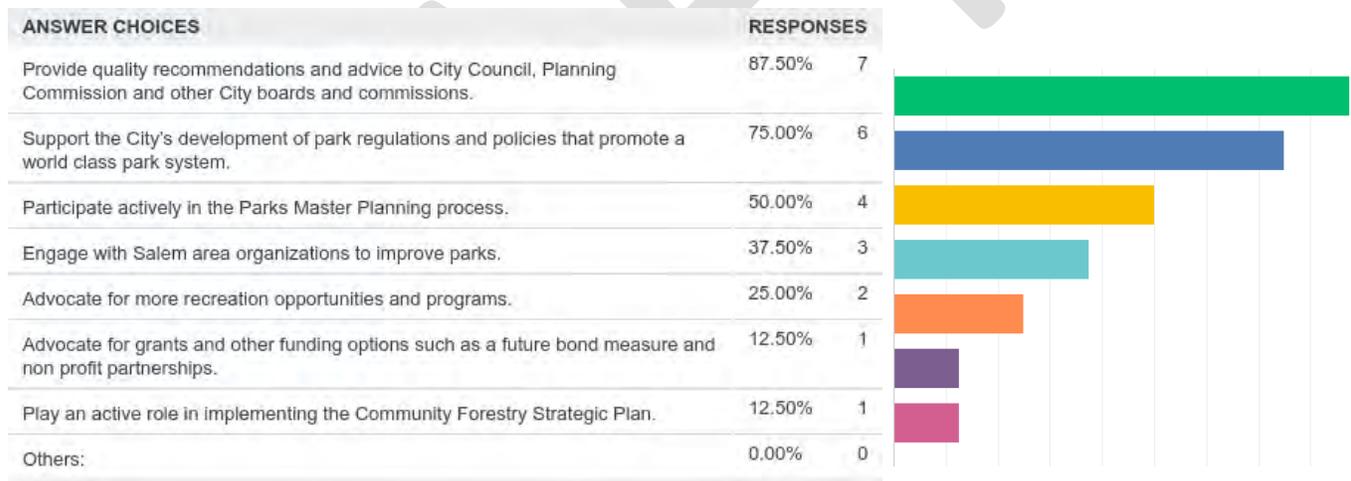
3. What are your chief areas of interest in SPRAB? (Select your top three)



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

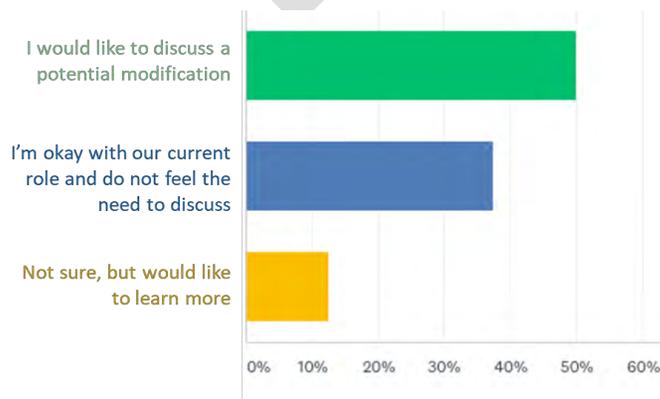


5. What are your top goals for SPRAB? (Select your top three)

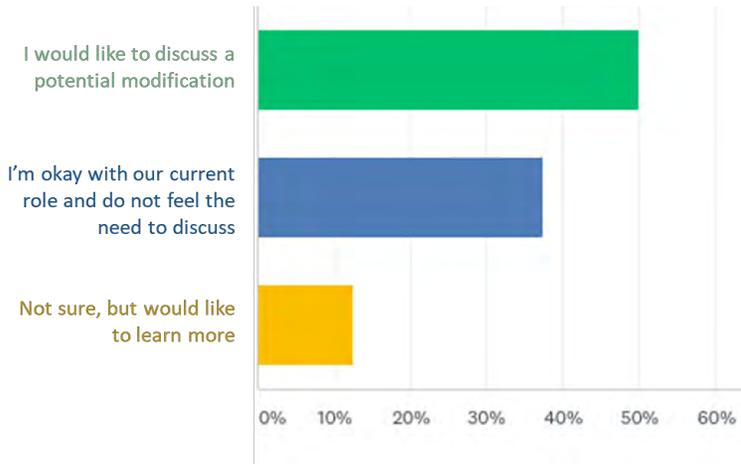


6. What topics related to SPRAB's roles would you like to discuss at the retreat?

*Trees on City Owned Property (SRC CHAPTER 86)*



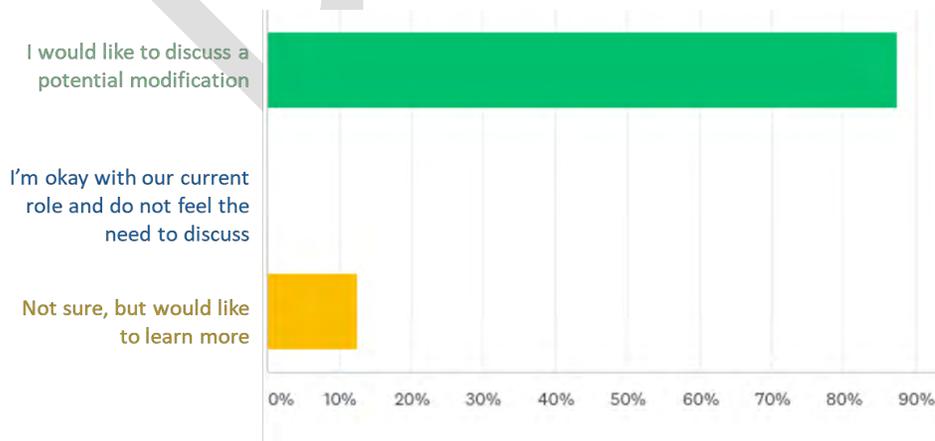
### *Parks Master Plan*



### *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.*



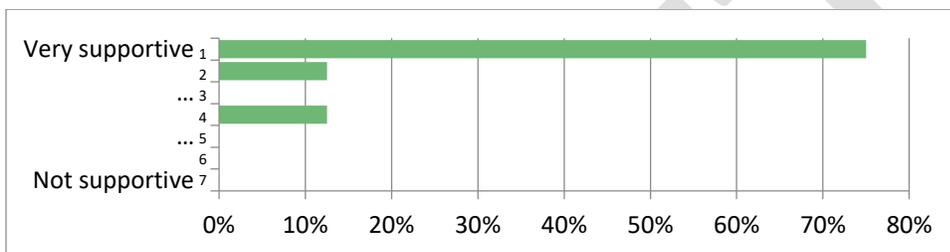
## Modifying SPRAB Roles

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.

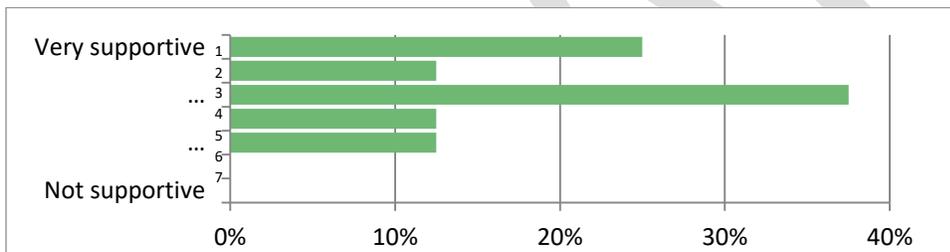
Using electronic polling SPRAB ranked their level of support for making changes to roles based on a scale of 1 (not supportive) to 7 (very supportive).

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

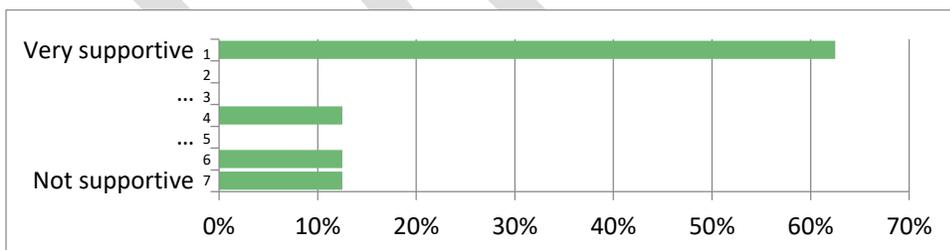
### Art in Parks **6.5**



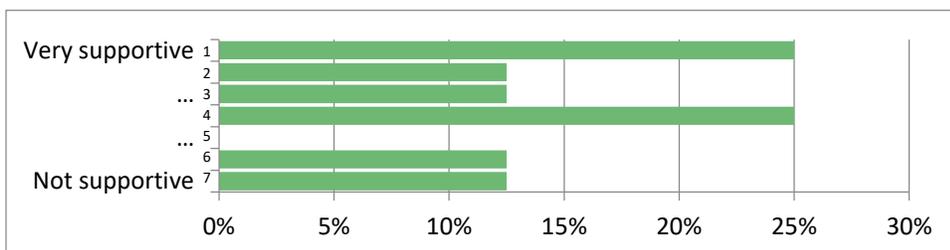
### Trees on City Owned Property **5.3**



### 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.

FOR BOARD MEETING OF: February 14, 2019  
AGENDA ITEM NO.: 5.a

TO: SALEM PARKS AND RECREATION ADVISORY BOARD

THROUGH: ROBERT CHANDLER, PhD, PE  
ASSISTANT PUBLIC WORKS DIRECTOR 

FROM: PATRICIA FARRELL, RLA   
PARKS AND NATURAL RESOURCES PLANNING MANAGER

SUBJECT: SEEKING LETTER OF SUPPORT FOR LOCAL GOVERNMENT GRANT  
APPLICATION FOR RIVERFRONT PARK NORTH RESTROOM

**ISSUE:**

Should the Salem Parks and Recreation Advisory Board (SPRAB) endorse an application and provide a letter of support for an Oregon Parks and Recreation Department Local Government Grant to provide funding assistance for the development of a new restroom facility in the north end of Riverfront Park?

**RECOMMENDATION:**

Endorse the grant application and provide a letter of support for an Oregon Parks and Recreation Department Local Government Grant to provide funding assistance for the development of a new restroom facility in the north end of Riverfront Park.

**BACKGROUND:**

On January 9, 2019, the Oregon Parks and Recreation Department (OPRD) announced a new round of grant funding through the Local Government Grant Program. The grant program helps local government agencies fund outdoor park and recreation areas and facilities, and acquire property for park purposes. Approximately \$5.4 million in reimbursement funds are available for the 2019 cycle.

Projects must adhere to the goals and objectives of the Statewide Comprehensive Outdoor Recreation Plan and a local plan, such as the 2013 Salem Comprehensive Park System Master Plan and 2018 Riverfront Park Master Plan. The Riverfront Park Master Plan includes two new restroom buildings in the park; one in the north, near the Rotary Pavilion, and one in the south, near the future covered stage and amphitheater.

The Local Government Grant Program has three categories of funding for which the City of Salem is eligible: Large Development Grants (up to \$750,000); Acquisitions (up to \$1,000,000); and Small Grants (up to \$75,000). The Riverfront Park restroom facility is eligible under the Large Grant category.

**FACTS AND FINDINGS:**

The project is to purchase and construct an 8-stall unisex restroom facility. It will be located at the north end of Riverfront Park just south of the Rotary Pavilion (see Attachment). The location shown in the park master plan is not feasible due to a natural gas pipeline easement. The proposed location is near the splash fountain, the Rotary Pavilion, the seasonal ice rink, and the holiday tree lighting event, as well as necessary water and sewer infrastructure.

The proposed building is a modular facility that will be assembled on-site. The exterior of the building and roof will match the Rotary Pavilion with similar materials and color. The cost of the facility, including utility hook-ups, concrete work, and ADA accessible upgrades is approximately \$500,000.

The OPRD Local Government Grant stipulates that the grant funded project is completed within two years from Notice to Proceed, which for this grant cycle would mean completion by September 2021. Staff is confident that the project can be completed by the designated timeline.

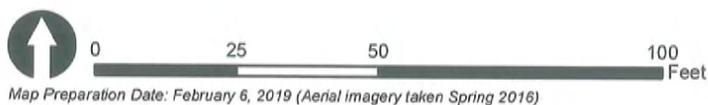
Riverfront Park is the City's premier event park, with many community and private events taking place year-round. Having a new restroom available at the north end of the park, near the splash fountain, the Rotary Pavilion, the seasonal ice rink, and the holiday tree lighting event will provide a much needed facility.

A letter of support by the Salem Parks and Recreation Advisory Board will provide credibility and assurance that the project is supported by the Board.

Attachment: Site Plan Map

# SITE PLAN

## Riverfront Park North Restroom



Map Preparation Date: February 6, 2019 (Aerial imagery taken Spring 2016)

**Salem Parks and Recreation Advisory Board (“Board”) Hearing Procedures on Director’s Referral  
(DRAFT January 25, 2019)**

**A. Hearings in General:**

**1. Responsibilities of staff supporting the Board.** For public hearings held by the Board regarding referral to the Board by the Director pursuant to SRC 86.050(d), staff shall:

- (a) Schedule the public hearing before the Board.
- (b) Provide public notice of the hearing.
- (c) Prepare and make available to the public a staff report summarizing the proposal.

**2. Rules of Procedure.** Public hearings held by the Board shall be conducted in accordance with the provisions of this rule, and may be supplemented as provided by bylaws or rules adopted by the Board.

- (a) Any party may appear and present oral or written testimony in person or through an attorney.
- (b) A copy of any written testimony or physical evidence that a party desires to have introduced into the record at the time of hearing shall be submitted to the Board prior to, or at the time the party makes his or her presentation.
- (c) No person may speak more than once without obtaining permission from the presiding officer.
- (d) Upon being recognized by the presiding officer, any member of the Board, or city staff may question any person who testifies.
- (e) Testimony shall be directed towards the applicable standards and criteria which apply to the proposal.
- (f) The Board may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the secretary of the Board shall note the numbers of such persons for the record in the minutes.

**3. Conflicts of Interest; Ex Parte Contact; Challenges to Impartiality; and Abstention or Disqualification.**

- (a) A member shall not participate in the discussion or vote in a matter if:
  - (1) The member has an actual conflict of interest as defined by SRC 12.015(1), ORS 244.020(1), or ORS 244.120 or is prohibited from participating under Section 62 of the Salem City Charter;
  - (2) The member was not present during the public hearing; provided, however, the member may participate if the member has reviewed the evidence, including recordings of the hearing, and declares such fact for the record.
- (b) Upon a challenge to the qualifications or impartiality of a member of the Board, the challenged member shall be given an opportunity to respond orally or in writing to the challenge. The challenge and response shall be included in the record of the proceeding.
- (c) An abstaining or disqualified member of the Board shall be counted for purposes of forming a quorum. A member who represents a personal interest at a hearing may do so only by making full disclosure to the Board. A member representing a personal interest at a hearing shall not be counted for purposes of forming a quorum.
- (d) A member who has an actual conflict of interest, or is prohibited from participating under Section 62 of the Charter, or is representing a personal interest at a hearing shall remove themselves from their seat on Board during the hearing, including any staff presentation and Board deliberation and voting.

#### **4. Burden of Proof.**

- (a) The proponent of a proposal has the burden of proof on all elements of the proposal, and must support each argument by proof that it conforms to all applicable standards and criteria.
- (b) The Board's decision shall be based on the applicable standards and criteria set forth in the SRC or administrative rule.

#### **5. Evidence; Witnesses; Site Visits; Official Notice.**

- (a) The technical rules relating to evidence and witnesses set forth in the Oregon Evidence Code shall not apply in hearings under this Rule, and any relevant evidence may be received by the Board. Relevant evidence is any evidence having a tendency to make the existence or non-existence of a fact that is of consequence to the land use approval more or less probable than it would without the evidence.
- (b) For hearings under this Rule, evidence shall be anything offered for the record in the form of written or oral communication.
- (c) Evidence may be received until the close of the record on the hearing.
- (d) No decision shall be deemed invalid on the basis that any evidence was excluded, except where such exclusion was in error and caused harm to the substantive rights of the person offering the evidence.
- (e) Members of the Board may inspect the subject property if applicable, provided that the date, time and place of the inspection are disclosed to the parties prior to the inspection. Members shall not discuss the subject of the hearing at the inspection.
- (f) The Board may take official notice either before or after the hearing, of official records, the SRC, statutes, and administrative rules. Any party may request on the record that official notice be taken of general, technical and scientific facts within the knowledge of the Board. Any general, technical and scientific facts need not be established by evidence and may be considered by the Board in the determination of the matters. All other parties shall be given the opportunity to present rebuttal evidence for any general, technical or scientific fact for which official notice is requested. The Board may, in its discretion, determine whether to take official notice of any fact offered.
- (g) As used in this Rule:
  - (1) Argument means assertions and analysis regarding the satisfaction or violation of legal standards or policy believed relevant by the proponent of a decision. Argument does not include facts.
  - (2) Evidence means facts, documents, data or other information offered to demonstrate compliance or noncompliance with the standards and criteria believed by the proponent to be relevant to the proposal. (Ord No. 1-10; Ord No. 12-12)

**6. Order of Proceedings.** The order of proceeding for a hearing will depend in part on the nature of the hearing. The following shall be supplemented by the adopted rules of procedure of the Board as appropriate.

- (a) **Jurisdiction.** Before receiving the staff report, testimony or evidence on the proposal, any objections on jurisdictional grounds shall be noted in the record and if there is objection, the Board has the discretion to proceed, suspend, or terminate the hearing.
- (b) **Call for disclosure of conflicts of interest.** The presiding officer should inquire whether any member has any potential or actual conflict of interest related to the subject of the hearing. Any member announcing a conflict of interest shall state for the record the nature and content of the contact, and if the member believes they have an actual conflict of interest, or are prohibited from participating in the hearing under Section 62 of the Charter, abstain from participating in the hearing, as required by SRC Chapter 12.

- (c) **Staff presentation.** City staff shall present a summary of and recommendation concerning the subject of the hearing.
- (d) **Presentation of the case.**
  - (1) Proponent, (15 minutes).
  - (2) Interested persons (3 minutes).
  - (3) Question of Staff or Proponent (no time limit). Staff/Proponent may not introduce new factual evidence during the question period. If the Board desires to accept new factual evidence, the Board shall reopen the hearing to allow further testimony to any interested party.
- (e) **Close of hearing.** No new factual evidence shall be received after the close of the hearing. If the response to any such questions requires the introduction of new factual evidence, all parties shall be afforded an opportunity to respond to the new factual evidence.
- (f) **Reopened hearings.** The hearing may be reopened by the Review Authority, upon majority vote, prior to decision, to receive additional testimony, evidence or argument. Notice shall be provided to the same persons who received notice of the original hearing.
- (g) **Deliberations and Decision.** Deliberations shall immediately follow the hearing, except that the Board may delay deliberations to a subsequent date and time certain. The Board may ask questions of staff during deliberations concerning procedures, or facts that are in the record. Staff shall not introduce new factual evidence during deliberations. If the response to any such questions requires the introduction of new factual evidence, all parties shall be afforded an opportunity to respond to the new factual evidence.
- (h) **Findings and Order.** The decision of the Board shall be by simple majority vote of members present. The Board shall, in all decisions, adopt findings to support its decision.

**B. Continued Hearing; Extension of the Record.** Prior to the conclusion of hearing the proponent may request an opportunity to present additional evidence, arguments or testimony regarding the proposal. Upon such request, the Board shall either continue the hearing to a date certain to allow for additional oral testimony, or hold the record open as provided in this section.

**1. Continuances.**

- (a) If the Board grants a continuance, the hearing shall be continued to a time and date certain at least 7 days after the date of the hearing. The continued hearing shall provide an opportunity for persons to present and rebut new evidence, arguments and testimony.
- (b) If new written evidence is submitted at the continued hearing, any person may request, prior to the conclusion of the continued hearing, that the record be left open for at least 7 days to submit additional written evidence, arguments or testimony for the purpose of responding to the new written evidence.
- (c) Only one continuance is available of right under this subsection; provided, however, nothing in this subsection shall restrict the Board, in its discretion, from granting additional continuances.

**2. Holding the Record Open.**

- (a) If the Board holds the record open for additional written testimony, the record shall be left open for at least 7 days after the close of the hearing to any person who participated in the initial hearing.
- (b) Any person who participated at the initial hearing may file a written request with the Public Works Director for an opportunity to respond to any new evidence submitted during the period the record was left open. Requests shall be filed no later than the end of the last business day the record is held open. If a request is filed, the Public Works Director shall keep the record open an additional 7 days to allow for rebuttal testimony to be submitted.

### **C. Record of Proceedings.**

**1. Record Content.** A record of the proceedings shall be prepared and maintained for all public hearings.

The record of proceedings is comprised of:

- (a) The application, resolution, decision, or other action which initiated the proceeding;
- (b) All testimony, evidence, and exhibits submitted prior to the close of the record of the proceeding. Where practicable, exhibits submitted shall be marked to show the identity of the person offering the item;
- (c) Any staff reports submitted prior to the close of the record;
- (d) An electronic recording of the hearing;
- (e) Minutes of the hearing;
- (f) Minutes of any public meeting after the close of the hearing at which the proceeding is discussed or acted upon by the hearing body; and
- (g) The written decision.

**2. Access to Record.** Access to the record shall be made available to the public at a reasonable time and place; any person may obtain copies of the record at reasonable cost.

**D. Withdrawal.** At any point prior to the issuance of the written decision, the proponent of the project, may submit a notice of withdrawal of the appeal. Upon receipt of a notice of withdrawal, the matter shall be deemed dismissed without further action by the Board.

**DRAFT Salem Parks and Recreation Advisory Board - 2019 Work Plan Calendar**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Meeting Schedule 2019*		
<b>1. BOARD DEVELOPMENT</b>													January 10, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Elect Officers	X											X			
Committee Assignments	X												February 14, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Work Plan Development/Approval	X	X													
Review of City Council Goals/Strategic Plan			X										March 14, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Board Retreat	X														
													April 11, 2019	5:30-7:00 p.m.	PW 325 Civic Center
<b>2. BUDGET AND CAPITAL IMPROVEMENT PLAN</b>													May 9, 2019	5:30-7:00 p.m.	PW 325 Civic Center
CIP Priorities/Discussion	X	X	X												
Review Proposed Budget/CIP/SDC		X	X										June 13, 2019	5:30-7:00 p.m.	PW 325 Civic Center
													July 11, 2019	5:30-7:00 p.m.	PW 325 Civic Center
<b>3. ON-GOING PROGRAMS &amp; REPORTS</b>													August 8, 2019	5:30-7:00 p.m.	PW 325 Civic Center
A.C. Gilbert's Discovery Village															
Friends of Deepwood													September 12, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Riverfront Carousel															
Salem Art Association													October 10, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Softball Overview / Recap					X					X					
Summer Recreation Program Overview / Recap					X					X			November 14, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Salem Parks Foundation Presentation							X								
Salem Parks Annual State of the Parks											X	X	December 12, 2019	5:30-7:00 p.m.	PW 325 Civic Center
Annual Citywide "Volunteers in Action" Report								X							
Urban Forestry Report	X	X	X	X	X	X	X	X	X	X	X	X	*Alternate Meetings will be scheduled as necessary.		
Mission Street Parks Conservancy	X			X			X			X			<b>Committee Assignments</b>		
													Battle Creek Park MP	Dave F., Kasia Q.	
<b>4 MAJOR PROGRAM/PROJECT REPORTS/REVIEW</b>													City Center Park & Trail Plan	Kasia Q., Woody Dukes (alt.)	
Salem Park Improvement Fund Project Updates			X				X				X		Geer Park MP	Patty Tipton	
Graffiti and Damage in Parks Report	X	X	X	X	X	X	X	X	X	X	X	X	Parks & Rec Admin Rules	Kasia Q.	
Citywide Volunteer Recognition Nominations								X					SPIF Application Review	Tony Caito, Patty T.	
SPRAB Annual Report Planning		X	X	X									Secor Park MP	Dave F., Woody D.	
Annual Report to City Council					X								Trees on City-Owned Property	Woody, Kasia, Dylan, Micki	
Parks and Rec Admin Rules													Master Plan Approval Process		
Park Program/Facility Tour							X	X	X				Art in Parks		
													MSPC		
<b>5. SCHOOL DISTRICT ITEMS</b>															
Maintenance Agreement															
Cooperative Use Agreement															
SKSD / City Property Alignment Update			X	X											
<b>2019 OFFICERS</b>												<b>Notes</b>			
<b>Chair Kasia Quillinan</b>															
<b>Vice Chair Tony Caito</b>															
<b>BOARD MEMBERS</b>															
Diana Dickey						Dylan McDowell									
Woody Dukes						Paul Rice									
David Fridenmaker						Patty Tipton									
						Micki Varney									

DRAFT

FOR BOARD MEETING OF: February 14, 2019  
AGENDA ITEM NO.: 6.b

TO: KASIA QUILLINAN  
SALEM PARKS AND RECREATION ADVISORY BOARD CHAIR

FROM: PETER FERNANDEZ, PE  
PUBLIC WORKS DIRECTOR 

SUBJECT: REFERRAL OF STREET TREE REMOVAL IN 400 BLOCK OF DIVISION

In accordance with the provision of *Salem Revised Code* (SRC) Chapter 86 (Trees on City-owned Property), I am referring a permit decision to the Salem Parks and Recreation Advisory Board (Board).

The issue is a City project involving the removal of several City-owned trees in the 400 block of Division Street NE between Liberty and High Streets NE. This block is located east of the proposed new police facility. The trees are proposed for removal to allow for increased on-street parking. I understand the Board was briefed on the proposal at your December and January meetings.

As a City project, it does not require a City-issued permit. However, this project must comply with the applicable Public Works Design Standards and receive input from the City's Urban Forester. Accordingly, if per SRC 86.050(b) these criteria are met, it would be considered in compliance with permitting requirements of SRC 86.030(a). I am referring this project to the Board under SRC 86.050(c), which states:

*The Director may refer any permit decision to the Salem Parks and Recreation Advisory Board at the sole discretion of the Director.*

The criteria you are to use in rendering your decision are contained at SRC 86.050(b) and Salem Administrative Rule 109-500-2.3(f). Your decision is specific and limited to the proposed removal of the trees. In accordance with SRC 86.090(d)(3) and by virtue of the fact that I am referring this decision to the Board, your decision will be based on a simple majority vote. The decision by the Board will be final and cannot be appealed.

In addition to the Board's determination regarding the proposed removal of the trees, the Board may also provide recommendations regarding alternative designs or other options and mitigations. Any recommendations of this nature will be considered by me to be advisory and must be provided separate from the discrete decision regarding removal of the trees.

The process for your meeting will be similar to the one used by the Citizen's Advisory Traffic Commission. This will be a public meeting with a staff report, staff presentation, testimony from the public, discussion by board members, and a vote on the proposal. A proposed procedure was provided to the Board as part of the last month's retreat and should be considered at the February SPRAB meeting.

Salem Parks and Recreation Advisory Board

Referral of street tree removal in 400 block of Division Street NE, between Liberty and High Streets

Page 2 of 2

Copies of SRC 86 and the associated Administrative Rules were provided to members at the Board retreat.

I appreciate this will be the first time that the Board has been asked to conduct such a process. In addition to Public Works staff, Thomas Cupani, Assistant City Attorney, will also be present to provide support and advice.

Thank you for fulfilling this important role for the City.

FOR BOARD MEETING OF: February 14, 2019  
AGENDA ITEM NO.: 7.e

TO: SALEM PARKS AND RECREATION ADVISORY BOARD

THROUGH: ROBERT CHANDLER, PhD, PE  
ASSISTANT PUBLIC WORKS DIRECTOR



FROM: PATRICIA FARRELL, RLA  
PARKS AND NATURAL RESOURCES PLANNING MANAGER



SUBJECT: ACQUISITION OF NEW PARK LAND AT 681 REES HILL ROAD SE

**ISSUE:**

On January 28, 2019, Salem City Council authorized the City Manager to execute the Purchase and Sale Agreement and residential lease for a 17.48-acre future community and neighborhood park property adjacent to Rees Hill Road SE.

**RECOMMENDATION:**

Information only.

**BACKGROUND:**

The *Salem Comprehensive Parks System Master Plan (CPSMP)* identifies park needs and identifies types of parks and approximate locations for future parks to meet this demand. The CPSMP identifies the need for a Community Park/Neighborhood Park in south Salem on Map 3, CP-6/NP-28. This is the approximate location of the new park land acquisition.

The Swarthouts, owners of 681 Rees Hill Road property, approached the City in 2018 to see if there was interest in purchasing the land. The 17.48 acres is located outside the city limits, but inside the Urban Growth Boundary (Attachment). Most of the property is fallow farmland with scattered trees, but it also includes a duplex residential structure and barn. The duplex is occupied by a family member who desires to remain on the property under a lease agreement.

In addition to the property being acquired for park use, a portion of it will also be the location of the proposed extension of Lone Oak Road SE. The extension of the road is the responsibility of the developer of the property to the north. Once the park property is acquired, the City will negotiate with the adjacent developer to sell the necessary right-of-way to complete the road extension. Sale of the road right-of-way will not be a detriment to future development of the park as it will be located near the western edge of the property. Lone Oak Road SE will also provide future access to the community park.

Lone Oak Road SE will be classified as a Collector street, with two travel lanes, and bicycle lanes, sidewalks, and planting strips on both sides, with a total width of 34 feet.

**FACTS AND FINDINGS:**

Community Parks are larger size parks (generally 20-50 acres) that provide active and passive recreation for the entire community. Community parks provide amenities for group activities, such as sports fields, group picnic shelters, and playgrounds. They may also include other optional facilities such as dog parks, disc golf, and splash fountains. Off-street parking and restrooms are included in community parks due to the larger geographic draw. Community parks also serve as a neighborhood park for residents within one-half mile distance.

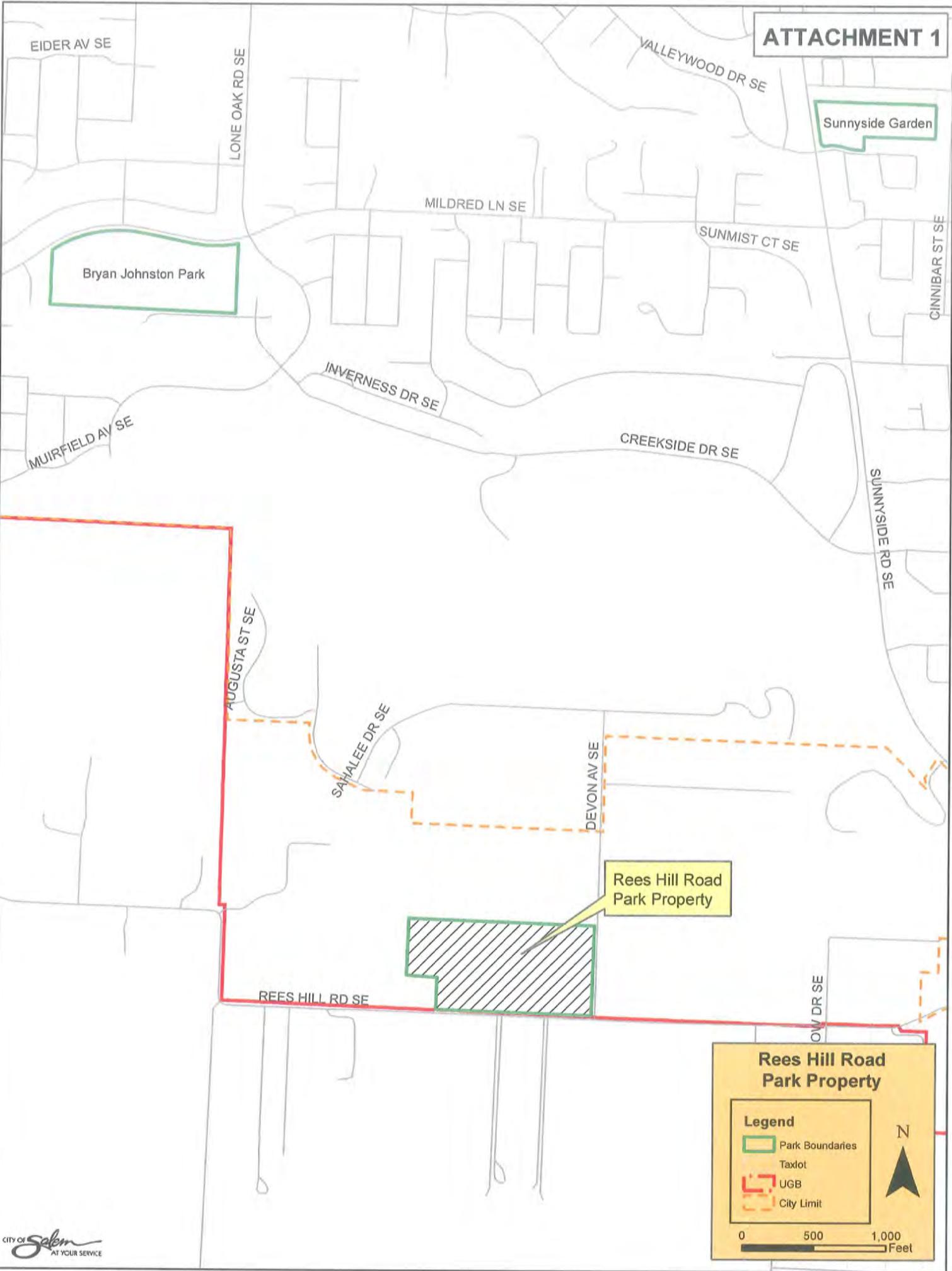
Since this area was identified in the CPSMP as needing a future community park, the size of the property was appropriate, it is on the current Parks 309 list, and sufficient Parks System Development Charges (SDCs) were available, the City initiated an appraisal. Following the appraisal and negotiations with the owners, the City agreed to purchase the property for \$1,450,000. This price is within the standard per-acre cost for land in this area of the City and commensurate with other recent land purchase costs.

On January 28, 2019, City Council authorized the City Manager to execute the Purchase and Sale Agreement and a residential lease for the property. Both documents were attached to the staff report to Council and may be found on the City's website. The residential lease includes an agreement to maintain the property, including mowing. The sale of the property is expected to close within 150 days.

With the recent purchases of park land on Hazelgreen Road NE, Reed Road SE, and now Rees Hill Road SE, the City is taking the first step toward meeting future park demand in areas identified by the *Salem Comprehensive Parks System Master Plan*.

Attachment: Site Map

# ATTACHMENT 1



Sunnyside Garden

Bryan Johnston Park

Rees Hill Road Park Property

**Rees Hill Road Park Property**

**Legend**

- Park Boundaries
- Taxlot
- UGB
- City Limit

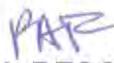
0 500 1,000 Feet

N

FOR BOARD MEETING OF: February 14, 2019  
AGENDA ITEM NO.: 6.g

TO: SALEM PARKS AND RECREATION ADVISORY BOARD

THROUGH: ROBERT D. CHANDLER, PhD, PE  
ASSISTANT PUBLIC WORKS DIRECTOR 

FROM: PATRICIA FARRELL   
PARKS AND NATURAL RESOURCES PLANNING MANAGER

SUBJECT: SALEM PARK IMPROVEMENT FUND 2018/19 GRANT AWARDS

**ISSUE:**

Update the Board on the status of the 2018/19 Salem Park Improvement Fund (SPIF) program.

**RECOMMENDATION:**

Information Only.

**BACKGROUND:**

The Salem Park Improvement Fund (SPIF) matching grant program is available to neighborhood associations that wish to make park improvements at their local park. Each fiscal year since 2006, City Council has approved General Fund dollars for SPIF matching grants. In Fiscal Year 2018/2019, City Council approved \$60,000 as matching funds for the program.

Each interested neighborhood association submits a letter of intent to the SPIF Review Committee, which is comprised of Parks and Recreation Advisory Board members, Parks Foundation members, and Parks Operations and Planning staff. Upon approval, the neighborhood designates a representative to meet with park staff to discuss the proposed project and define a scope and budget to include in the formal SPIF application. Formal applications are then reviewed and scored by the SPIF Review Committee.

All awards are based on whether the applicant has met specific criteria for the project. Each neighborhood association has to show it is able to raise the necessary match funds within the specified time period; the project is supported by the local community; and the project can be accomplished within the timeframe defined by the SPIF program. Impacts to park maintenance is also a consideration.

**FACTS AND FINDINGS:**

The Salem Park Improvement Fund 2018/2019 cycle opened July 1, 2018. Five neighborhood associations applied for matching funds. The SPIF Review Committee met on February 5, 2019, and awarded \$50,135 for the following projects.

1. Central Area Neighborhood Development Organizations (CAN-DO) – Awarded \$1,200 for a mutt-mitt and bike fixit station at a location in the CAN-DO neighborhood. CAN-DO has a balance of \$483 to raise before moving ahead with the project.
2. Clark Creek Park, Morningside Neighborhood Association – Awarded \$7,035 to renovate the basketball court and replace a piece of play equipment that was vandalized. The neighborhood already raised \$7,763 through a Salem Parks Foundation grant and local donations.
3. McKay Park, North Lancaster Association (NOLA) – Awarded \$20,000 toward the purchase and installation of a play structure for the McKay Park playground project, which is currently in its fund-raising process with the Salem Parks Foundation spearheading the campaign. The \$71,500 already raised by the Foundation served as match for this request.
4. Aldrich Park, Southeast Salem Neighborhood Association – Awarded \$19,000 to replace the concrete floor of the Aldrich Park gazebo. There is a balance of \$2,248 remaining for the neighborhood to raise.
5. Grant School Park, Grant Neighborhood Association – Awarded \$2,900 for the purchase and installation of an ADA accessible chess table. Grant neighborhood has a chess club and would like to use this opportunity to provide a place for children to learn to play. There is a balance remaining of \$1,005 to complete the project.

This year's grant cycle had a beginning balance of \$88,659, which included the \$60,000 approved in the 2018-2019 budget along with \$28,659 carried over from the 2017-2018 grant cycle. The balance remaining from this award cycle is \$38,524. This will be carried over to the next SPIF grant round.

**TO:** Jennifer Kellar, Parks and Recreation Services Manager *JK*  
Public Works Department

**FROM:** Marlene Cisneros-Villalovos, Staff Assistant *MC*  
Public Works Department

**DATE:** February 1<sup>st</sup>, 2019

**SUBJECT:** **Damage to City of Salem Parks and Open Space**

Damage to the City of Salem's parks and landscape maintenance areas caused by malicious mischief, theft, and reckless action is reported by the appropriate law enforcement agency, citizens and maintenance personnel. The following is a total of these incidents during January 2019. The dollar amount shown represents the estimated repair/replacement cost for the damage sustained.

A total of \$1,519.64 occurred from 9 incidents. In comparison, the total from January 2018 was \$5,780.38 from 24 incidents.

CC: Steve Powers, City Manager  
Gerald F. Moore, Chief of Police  
Chuck Bennett, City Mayor  
Lt. Ben Bales, Commander, SPD  
Sgt. Cliff Carpenter, SPD, Support Division  
Irma Dowd, Neighborhood Services Specialist  
Reed Godfrey, SFD, Battalion Chief  
Tye Godfrey, Facilities Services Division Manager  
Jennifer Hingston, SPD, Graffiti Abatement / Volunteer Unit  
Marcus Pitts, Risk Manager  
Jessica Pries, Neighborhood Partnership Coordinator  
Lt. Treven Upkes, SPD, Community Response Section  
Peter Fernandez, PE, Public Works Director  
Robert D. Chandler, PhD, PE, Assistant Public Works Director  
Mark Bechtel, AICP, Operations Division Manager  
Patricia Farrell, Parks and Natural Resources Planning Manager  
Becky George, Recreation Supervisor

Date Occurred	Cost	Location / Neighborhood Association	Description
1/2/2019	\$87.41	Geer Park	Graffiti reported and removed
01/02/19	\$568.85	Wallace Walking Path	Fence vandalized
01/03/19	\$101.14	Geer Park	Graffiti reported and removed
01/07/19	\$107.14	Hoover Park	Graffiti reported and removed
01/14/19	\$293.46	Geer Park	Unauthorized vehicle drove into turf causing damage
01/23/19	\$73.68	Northgate Park	Graffiti reported and removed
01/28/19	\$73.68	Lee Park	Graffiti and vandalized picnic tables carvings/ reported and removed
01/28/19	\$134.60	Thorpe	Graffiti reported and removed
01/28/19	\$79.68	Englewood Park	Graffiti reported and removed
<b><u>9</u></b>	<b><u>\$1,519.64</u></b>		
<b>Total</b>	<b>Total Dollar</b>	<b>Number of</b>	<b>Damage</b>