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MEMORANDUM

TO: Clackamas County Board of County Commissioners (BCC)
Sitting/Acting as North Clackamas Parks and Recreation District Board of Directors

FROM: Kia Selley, Director, North Clackamas Parks and Recreation District *KS*

RE: Delegation to Director of Special Use Permit Fee Waiver Authority

DATE: July 7, 2026

REQUEST: Board approval to delegate authority to the NCPRD Director to waive certain Special Use Permit Fees for free and public events hosted by government or partners at parks or natural areas owned or managed by NCPRD.

BACKGROUND: NCPRD issues Special Use Permits to grant permission for the exclusive use of NCPRD owned or managed parks or natural areas for a specified purpose and defined time period. Any event not led by District staff requires a Special Use Permit including, but not limited to, volunteer events, festivals, concerts, movies, educational groups, biological research, and scientific collection.

The intention of Special Use Permits is two-fold: 1) the permit allows for the reservation of a specific park area or amenity as use is typically available on a first-come first-served basis, and 2) the permit provides a mechanism for NCPRD to manage the special use including the provision of additional services (such as portable restrooms), mitigation of impacts to other park users or neighbors, and repair to the asset. NCPRD charges fees to recover direct (such as rental of portable restrooms) and indirect costs (such as review of applications and coordination with permittees).

Special events that are free and open to the public can support community building and create vibrant park spaces. For this reason, the NCPRD Director may elect to waive certain Special Use Permit fees (such as application fees, processing fees, and noise and alcohol permit fees) to decrease event costs for permittees. Direct costs incurred by NCPRD such as the rental of portable restrooms and extra garbage pickup would still be charged to permittees.

RECOMMENDATION: Staff recommend the NCPRD Board delegate authority to the NCPRD Director to waive certain Special Use Permit fees for free and public events hosted by government or partners at parks or natural areas owned or managed by NCPRD.