



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: October 18, 2011
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Mitch Austin, Community Services Contract Manager
SUBJECT: Special Uses Policy Changes and Revision of Ignacio Plaza Policy

RECOMMENDATION

- Approved Ignacio Policy amendments and;
 - Advise staff on availability of parks for reserved use to include in the policy
- Revise the Special Request Policy as follows:
 - Applications received less than 30 days from the event will not be considered for approval.
 - Vendor is not allowed to make any representation of use of the facility without obtaining approval by the PRMCC first.
 - Make the Waterfront Park Lawn Area a reserve able area through the regular park rental process.

BACKGROUND

At the September 20, 2011 Commission meeting, Commissioners discussed at length whether Susana Park and Ignacio Plaza could be rented for more than two consecutive weeks and how to regulate consecutive use. The Commission ultimately asked that staff notify the neighborhood (see postcard attachment) of two options being considered. Also returning for further consideration and changes are to the Special Request Policy.

Ignacio Plaza Use Policy

Staff sent out over 200 postcards to residents and owners in a two block radius of Susana Park and Ignacio Plaza. Additionally regular users of these areas received a letter discussing the proposed changes to the Ignacio Plaza Use Policy. Both users and residents were asked to provide feedback, questions and concerns. Responses to this request if any will be presented as part of the staff report to the Commission at the PRMCC meeting.

There are two options for availability and use of the plaza and park before the Commission tonight. They are shown below:

Option A – *Set weeks to rent facilities, one rental per month per facility:* Ignacio Plaza once a month only on the , or week of the month Susana Park once a month only on the or week of the month.

Option B – *One rental per month, per facility, not to exceed three consecutive weeks of use between facilities:* Ignacio Plaza could be rented once a month and Susana Park could be rented once a month. No more than three consecutive weeks of use between the two parks would be approved.

Also being considered as part of the above use policy is whether events can be scheduled the same weekend for both parks. The reservation information as shown in **Attachment A** indicates there was very little interest for use of Ignacio Plaza use during the past 20 months. There was one event that shared a weekend of use in September. There were no complaints about from the neighborhood regarding having two events in one weekend. Additionally office staff has indicated that we are not getting many requests for use of the park. No users have been turned away because of the current utilization policy.

The amended Ignacio Plaza Policy shown in **Attachment B** includes the following:

- Application of policy to reserved use of Susana Park
- Neighborhood noticing is now required
- Noticing is a condition that must be satisfied before the PRMCC can review the request
- Susana Park and Ignacio Plaza cannot be reserved for use the same weekend
- Advertisement of events cannot occur before the organizer has a use permit
- Requests must be received 30 days prior to the requested use date

Special Request Policy Changes

The adjustments being recommended to the Special Request Policy include submission of request 30 days in advance of the reserved use, no promotion of activity of event until it is approved and removal of renting the lawn area at Waterfront Park from the special request policy process. The addition of requiring that special requests come to the City 30 days in advance of the event and no promotion of the activity until use is approved are administration changes that will assist us in supporting the approval process. Staff is also recommending that reserved use of the lawn area go through the regular picnic use process and only can be reserved with a picnic use unless a special request is approved by the PRMCC. Staff regularly received requests to use the lawn area in conjunction with the picnic area due to the fact the Waterfront Park picnic area is a large picnic facility and groups often like to spread out into the lawn area and use it for activities and entertainment.

Attachments:

Post Card to Neighborhood

Attachment A – Ignacio Plaza and Susana Park Use

Attachment B - Revised Ignacio Plaza Use Policy

Attachment C – Feedback from resident on policy

Susana Park and Ignacio Plaza Use Policy Changes

The City is considering making changes to the Ignacio Plaza use policy which will now include Susana Park. One of the key changes is reserve able days for the facilities. There are two options being considered.

Option A – Set weeks to rent facilities, one rental per month per facility:

Ignacio Plaza once a month only on the 1st, 3rd or 5th week of the month
Susana Park once a month only on the 2nd or 4th week of the month.

Option B – One rental per month, per facility, not to exceed three consecutive weeks of use between facilities: Ignacio Plaza could be rented once a month and Susana Park could be rented once a month. No more than three consecutive weeks of use between the two parks would be approved.

Please note: Rental Parties will still be required to notice the neighborhood two weeks before the PRMCC meeting in which the use will be considered for approval.

Attend the PRMCC October 18 meeting or send your comments or concerns to:
Mitch Austin at 372-3510, email: maustin@cityofmartinez.org

Martinez Recreation
525 Henrietta Street
Martinez, CA 94553



The City wants your input on the reservation policy for Susana Park and Ignacio Plaza. You are invited to attend the Parks, Recreation, Marina and Cultural Commission (PRMCC) Meeting October 18th 7:00pm at City Hall

Susana Park	Use	Ignacio Plaza	Use
Mar-10	Palm Sunday (3/28/10)	Mar-10	
Apr-10		Apr-10	
May-10		May-10	Martini Festival (5/14/10)
Jun-10		Jun-10	
Jul-10		Jul-10	
Aug-10	Art in the Park (8/15/10)	Aug-10	
Sep-10		Sep-10	
Oct-10		Oct-10	
Nov-10		Nov-10	
Dec-10		Dec-10	
Jan-11		Jan-11	
Feb-11		Feb-11	
Mar-11		Mar-11	
Apr-11	Palm Sunday (4/17/11)	Apr-11	
May-11	Senor Del Encino Celebration (5/26/11)	May-11	
Jun-11	Private Rental (6/12/11)	Jun-11	
Jul-11		Jul-11	
Aug-11	Art in the Park (8/21/11)	Aug-11	
Sep-11	Music Festival (9/17/11)	Sep-11	Martini Festival (9/16/11)
Oct-11		Oct-11	St. Catherine's Car Show (10/1/11)
	Not available for use		
	7 out of 15 available months		3 out of 15 available months
	of use were booked for		of use were booked for
	Susana Park		Ignacio Plaza

Ignacio Plaza and Susana Park

BACKGROUND

Ignacio Plaza and Susana Park have their own use policy separate from other public parks and areas to ensure that the organized use of these areas are balanced with their impacts to the neighborhood. This neighborhood is already impacted on a regular basis by the Boys and Girls Club, St. Catherine's School and the general activities of City Hall. Adjacent to the aforementioned facilities is Susana Park and Ignacio Plaza. Due to existing impacts and lack of public parking, events in this area are carefully screened and monitored to ensure further impacts to the neighborhood are kept to a minimum. The following policies have been instituted by the Parks, Recreation, Marina, Cultural Commission (PRMCC) regarding the use of Susana Park and Ignacio Plaza are intended for this purpose.

AVAILABILITY & PRIORITY OF USE

Each request for reserved use of Susana Park and Ignacio Plaza will be considered on a case by case basis by approval of a Special Request Facility Use Permit. Reserved use can only occur during the park rental season (March through October).

Scheduling priority of Susana Park and Ignacio Plaza are as follows: a) City sponsored events, (such as Recreation & Parks); b) Community non-profit or local community organization events
c) private functions

Availability – (PER PRMCC ACTION 10/18)

SPECIAL REQUEST RULES AND PROCEDURES

Special Requests for use should be made to the Parks and Recreation Commission at least 60 days prior to an event, but no less than three weeks prior to the event. The Special Request Use Form is available from the Recreation and Community Services Division. Applicants shall: 1) complete a Facility Use Agreement Form; 2) indicate the nature of the Special Request use; 3) pay the required deposit and fees; 4) Notice the neighborhood two weeks before the PRMCC meeting; 5) attend the PRMCC meeting for consideration of use permit; and, 6) if approved, abide by all instructions and conditions placed on the event. 7) Will not publicize the event or activity until approval for use has been granted by the PRMCC; premature publicizing of event or activity could result in denial of current and/or future use of the facilities.

FACILITY USE RULES

The Ignacio Plaza and Susana Park are subject to the following in addition to the Standard Provisions to Facility Use Rental Agreement:

1. Event must follow the City's noise and hours of use ordinances, except as outlined in a permit approved by the Park and Recreation Commission on a case by case basis. (See Martinez Municipal Code, Chapter 8.34 Noise Control and 8.24.150 Hours of Use).
Hours of Use: Parks close one hour after sunset and re-open at sunrise
Noise: In general noisy activities cannot begin any earlier than 7:00am in parks and must end by 10:00pm. If using amplified sounds a Special Use Permit is required.
Alcohol Sales: Alcohol Beverage Container (ABC) Permit is required; which will require Police Department approval

Facility Use Policy- Ignacio Plaza and Susana Park

2. Parking that obstructs private driveways is not permitted. (See California Vehicle Code 22500 Sec. a.). Alternative parking may be required for event participants for any event with prospective attendance of over 40 vehicles or 80 persons. Applicant and event organizers may be required to meet with the police department to find a suitable remedy to potential parking and traffic issues in the immediate neighborhood.
3. Events are restricted to less than 500 persons at any one time during the event. Events with more than 250 persons must include coordination with the Martinez Police Department. Overcrowding is not permitted and will result in cancellation of any future event and forfeiture of all fees paid. The event organizers, sponsors, and permit applicant are responsible for the conduct of the event. A responsible adult must supervise the premises for proper facility use during all approved rental hours.
4. Food and beverages must comply with applicable County and State permit requirements. Permits must be displayed on date of event.
5. Rental equipment will not be provided by the City. Storage of event equipment and materials on City property is not permitted either before or after the event. Renter is responsible for all equipment and property.
6. The prospective renter **is required** at its own cost to notify neighborhood residents by letter or flyer within a two block radius two weeks prior to the PRMCC meeting in which the Special Use Request is being considered. Noticing must include:
 - o PRMCC meeting date , time and location
 - o The event name, date, time, duration, and event description
 - o The Recreation Department contact phone number, 372-3510
7. Renter may be required to provide portable toilets for events in compliance with industry standards.
8. Renter may be required to get a Special Events Permit if street closures or other intensification of use that could impact City services is associated with the event.

PLEASE NOTE:

Applicants should thoroughly review the Facility Use Agreement and Standard Provisions to the Rental Agreement. Requests for an exception to the Facility Use Policy must be submitted in writing with the application to enable placement on the proper City agenda for a decision. All provisions and fees apply unless specifically waived, in advance, in writing by the direction of the PRMCC. Only events with a good track record and whom work with the neighborhood to limit the impacts of their events are eligible for an exemption.

Deposit & Fees

Damage/Security Deposit	Resident & Non-Profit	Non-Resident
\$150*	\$90	\$115*
*Deposit and fees may be raised based upon the type of event, i.e. for profit, or higher risk events.		

Parks Recreation Marina & Cultural Commission
525 Henrietta Street
Martinez CA 94553

October 8, 2011

Thank you for your notice about possible park policy changes. I understand the city is interested in expanding its revenue by renting these parks regularly but I'm not sure you understand what that means to the neighbors of these parks, who will be inconvenienced by noise, parking, traffic, disruption, exclusion from public areas and possibly increased crime. Certainly regular park rental will become one of the value-impacting disclosures we have to add to our properties when we sell our homes.

Your notion of two events per month overlooks the fact that we are already impacted to the North by evening events at St. Catherine's and to the South by dances and gatherings at the Boys' and Girls' club. I sometimes wonder if the areas surrounding the parks will eventually become uninhabitable and the lots will be available for easy purchase. Maybe that's the idea?

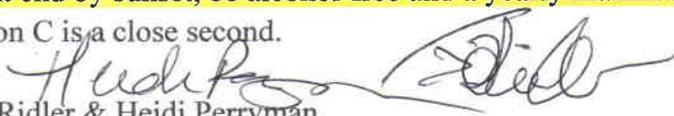
You ask for resident response to options

- (A) scheduled inconvenience
- (B) random inconvenience.

How about option (C) - Paying those affected?

If the city's intent is to rent out our neighborhoods on the weekend for profit, then inconvenienced residents should be the ones to benefit financially. Park fees should be awarded by lottery to any one of the 33 addresses directly affected by the disruption. The lottery could be determined by a neutral third party, and the monies could go directly to the selected occupants who paid the 'price' when their parking places were taken, their cars were dinged, their front rooms were rendered unusable because of the noise or some drunken attendee urinated in their bushes – (before you argue that none of these things will happen, please understand that these examples were chosen because they already *have*.)

Of course we're in favor of option (D) which would be none of the above, a requirement that any event end by sunset, be alcohol-free and a yearly maximum of 2 exceptions for either park. But option C is a close second.


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