



AGENDA REPORT

BEACHES, PARKS & RECREATION COMMISSION
Meeting Date: November 11, 2015

Agenda Item 5.B.
Approvals:
Dept. Head EP
Manager _____
Admin. Assistant MS

Department: Beaches, Parks & Recreation
Prepared By: Pamela Passow, Assistant Beaches, Parks and Recreation Director

Subject: *CONSIDERATION TO AMEND POLICY 702-4 REGARDING PARK USAGE*

Fiscal Impact: None.

Summary: Policy 702-4 outlines use regulations specific to Max Berg Plaza Park. Staff recommends the modification of Policy 702-4 to include all San Clemente parks.

Background: The Max Berg Plaza Park Usage policy was adopted by the City Council in 2006. The purpose was to allow appropriate use of the park to assure that the specific uses allowed limited the negative impact on adjoining neighborhoods. In 2011, the Beaches, Parks and Recreation Commission adopted new practices and applications for all parks, but did not adopt a new formal policy.

Discussion: The Max Berg Plaza Park Usage policy is outdated and only specific to one park. There is not a general Park Usage Policy. By updating and revising the Max Berg Plaza Park Usage policy to a general Park Usage Park Policy, the current practices of the Beaches, Parks, and Recreation Department will become official policy.

Recommended

Action: STAFF RECOMMENDS THAT THE BEACHES, PARKS & RECREATION COMMISSION recommend the City Council approve modification of Policy 702-4 to include all San Clemente parks.

Attachments: 1. Draft Policy 702-4

Notification: None.



POLICY AND PROCEDURE

Subject: City Park Usage	Index: Recreational & Facilities and Programs
	Number: 702-4
Effective Date: December 15, 2015	Prepared By: Beaches, Parks and Recreation
Supersedes: July 25, 2006	Approved By:

1.0 **PURPOSE:** This policy shall govern the uses of City parks in San Clemente. The purpose of this policy is to allow appropriate use of parks assuring that the specific uses allowed will limit the negative impact on adjoining neighborhoods. The general uses identified within this policy are types of amplified sound, types of sports, categories of special events and group rentals. This policy will identify:

- General categories of parks
- General categories of activities/events
- Categories (types)of sound allowable for each activity/event
- Categories of sports allowable at parks
- Categories of special events and/or rentals allowable at parks
- Procedures for permitting private rentals, special events or specialized use activities
- Guidelines for Park Monitors

2.0 **ORGANIZATIONS AFFECTED:**

- All departments/divisions
- Orange County Sheriff
- CASA (animal Control)

3.0 **REFERENCES:**

- Park Rental Policies and Fees
- Park Rental Application
- San Clemente Special Event Permit Application Form
- San Clemente Sound Amplification Permit Application
- San Clemente Commercial Filming Permit Application
- San Clemente Guidelines for Monitoring Parks
- Municipal Code 8.48: Noise Control
- Municipal Code 8.72: Special Event Permit
- San Clemente Policy and Procedure 103-1-1: Special Events
- San Clemente Policy and Procedure 103-1-2: Commercial Filming
- San Clemente Policy and Procedure 204-1: Partnership of Activities, Facility Rentals, and Special Events

4.0 **POLICY:** In an effort to meet the recreational needs of the residents and visitors of San Clemente and, at the same time, limit negative impact on adjacent residential property, amplified sound systems, sports, special events, and group rentals within Parks shall be regulated.

5.0 **DEFINITIONS:**

5.1 **Amplified Sound Systems:** shall consist of any equipment which provides electronic sound amplification for sound effects, human voices, music, or musical instruments.

5.1.1 **Category One:**

5.1.1.1 Live band, amplified string, bass, reed or percussion with vocal.

5.1.1.2 Within sound decibel limits (as per Municipal Code Chapter 8.48) at the edge of adjacent private property.

5.1.1.3 Non-electric musical instruments

5.1.1.4 Within sound decibel limits (as per Municipal Code Chapter 8.48) at the edge of adjacent private property.

5.1.1.5 Disc jockey equipment, detached speakers, high wattage

5.1.1.6 Within sound decibel limits (as per Municipal Code Chapter 8.48) at the edge of adjacent private property.

5.1.2 **Category Two:**

5.1.2.1 Public address, integrated microphone, amplifier and speakers, includes low level background music

5.1.2.2 Within sound decibel limits (as per Municipal Code Chapter 8.48) at the edge of adjacent private property.

5.1.3 **Category Three:**

5.1.3.1 Portable sound devices, mp3 players, boom boxes

5.1.3.2 Within sound decibel limits (as per Municipal Code Chapter 8.48) at the edge of adjacent private property.

5.2 **Categories of City Parks:** Each park is designated as a specific type of park and fees, restrictions, and rules shall apply.

5.2.1 **Sports Complex:** shall consist of a park with fields for organized sports for games, tournaments, and practices, sufficient parking, and usually lights.

5.2.1.1 Jim Johnson Memorial Sports Park

5.2.1.2 Richard T. Steed Memorial Park

5.2.1.3 Vista Hermosa Sports Park

5.2.1.4 Any other new park with this designation

5.2.2 **Community Parks:** shall consist of parks with some parking, fields for practice or games, and other amenities.

5.2.2.2 Bonito Canyon Park

5.2.2.3 Forster Ranch Community Park

5.2.2.4 San Gorgonio Community Park

5.2.2.5 Talega Park

5.2.2.6 Tierra Grande Park

- 5.2.2.7 Vista Bahia Park
- 5.2.2.8 Any other new park with this designation
- 5.2.3 **Neighborhood Parks:** shall consist of parks that are primarily for the neighborhood adjacent to the park with minimal parking. Not permitted for organized sports or practices.
 - 5.2.3.2 Canyon View Park
 - 5.2.3.3 Leslie Park
 - 5.2.3.4 Linda Lane Park
 - 5.2.3.5 Marblehead Inland Park
 - 5.2.3.6 Max Berg Plaza Park
 - 5.2.3.7 Mira Costa Park
 - 5.2.3.8 Pico Park
 - 5.2.3.9 Rancho San Clemente Park
 - 5.2.3.10 San Luis Rey Park
 - 5.2.3.11 Verde Park
 - 5.2.3.12 Vista Del Sol Park
 - 5.2.3.13 Any new park with this designation
- 5.2.4 **Specialized Park:** shall consist of parks that do not fall into one of the categories above and have unique design features.
 - 5.2.4.2 Community Center Grounds
 - 5.2.4.3 Ole Hanson Beach Club Grounds
 - 5.2.4.4 Park Semper Fi
 - 5.2.4.5 Parque del Mar
 - 5.2.4.6 Ralph's Skate Court
 - 5.2.4.7 Any other new parks with this designation

5.3 Categories of Special Events and Group Rentals:

- 5.3.1.1 Category One: Major community special event
 - 5.3.1.1.1 Special event permit application required.
 - 5.3.1.1.2 Category one amplified sound permit may be requested.
 - 5.3.1.1.3 Special event applications are to be reviewed by BPR staff for potential impact on the park or the surrounding area. The following are examples of review points: category of park, category of event, category of amplified sound, alcohol, security, trash removal and recycling plan, parking concerns, traffic control, and City, County, and State regulations.
- 5.3.1.2 Category Two: Special Use activity, such as school play days, church or non-profit activities, political rallies
 - 5.3.1.2.1 Special event permit or rental application is required.
 - 5.3.1.2.2 Category two amplified sound permit may be requested.
 - 5.3.1.2.3 Special event applications are to be reviewed by BPR staff for potential impact on the park or the surrounding area. The following are examples of review points: category of park, category of event,

category of amplified sound, alcohol, security, trash removal and recycling plan, parking concerns, traffic control, and City, County, and State regulations.

5.3.1.3 Category Three: Private rental, such as family gatherings, weddings, baptisms, reunions

5.3.1.3.1 Rental application is required for groups of 50 or more individuals.

5.3.1.3.2 Private rentals are limited to designated group rental areas.

5.3.1.3.3 Category three amplified sound may be requested.

5.4 Categories of Sports Activities:

5.4.1 Category One: Organizational youth or adult sport leagues games, tournaments, and/or practice.

5.4.1.1 Requires City permit.

5.4.1.2 Permits available in Sports Parks and Neighborhood Parks within defined field areas.

5.4.2 Category Two: Low-organized or pick-up sports activities

5.4.2.1 Small groups of 20 or less individuals.

5.4.2.2 Must be located in an area of a park that does not disturb others.

5.4.2.3 Is not considered organized or part of a team.

5.4.2.4 Must be located in an area of a park that does not present a safety hazard to the participants or other park users.

5.5 Commercial activities:

5.5.1 Requires City permit or a contract with the City to operate any commercial activities in parks.

5.6 Activities not allowed in City parks:

5.6.1 Fireworks

5.6.2 Gun salutes

6 Procedure:

6.1 Application process: with each type of park usage, there is a specific type of application process. BPR staff will assist the potential park user in determining the proper procedure. The appropriate application is then completed.

6.1.1 Park rental application may be obtained on City website or in person at the Community Center, Aquatics Center, or the Ole Hanson Beach Club.

6.1.2 Special Event application may be obtained on City website or in person at the Community Center, Aquatics Center, or the Ole Hanson Beach Club.

6.1.2.1 Special event applications must be submitted at least

- 60 days prior to special event.
- 6.1.2.2 Sound permit application may be obtained on City website or in person at the Community Center, Aquatics Center, or the Ole Hanson Beach Club.
 - 6.1.3 Commercial Filming application may be obtained on City website or in person at the Community Center, Aquatics Center, or the Ole Hanson Beach Club.
- 6.2 Review and approval of rental applications.
- 6.2.1 Staff will review application and accept appropriate payments.
 - 6.2.2 Staff will provide rental applicant with a list of conditions for approval.
 - 6.2.2.1 Inflatable play features allowed with the following conditions:
 - 6.2.2.1.1 Vendor must have City approved insurance.
 - 6.2.2.1.2 Generator must be properly grounded and supervised.
 - 6.2.3 Staff will approve or deny the rental application. Sufficient information will be shared with applicant if application is denied. A substitute or amended rental application can be submitted if original application is denied.
- 6.3 Review and approval of Special Use Activity Applications: Special use activities may be applied for with either a rental application or a special event application depending upon the potential impact and review necessary to approve the application.
- 6.3.1 The specific application after initial review will receive tentative approval based upon certain conditions placed upon the request by various City Departments, law enforcement, and fire department; these are called "Conditions of Approval".
 - 6.3.2 The conditions may have deadlines associated with them, such as by a specific date, a certain condition must be met for the conditional permit to be valid.
 - 6.3.3 Staff will issue a final approved permit with conditions.
 - 6.3.4 Staff will notify appropriate monitoring staff.
- 6.4 Review and approval of Special Event Applications: Organizers of special events must apply for a special event application.
- 6.4.1 The application, after initial review, will receive tentative approval based upon certain conditions placed upon the request by various City Departments, law enforcement, and fire department; these are called "Conditions of Approval".
 - 6.4.2 The conditions may have deadlines associated with them, such as by a specific date, a certain condition must be met for the conditional permit to be valid.
 - 6.4.3 Staff will issue a final approved permit with conditions.
 - 6.4.4 Staff will notify appropriate monitoring staff.
 - 6.4.5 Additional fees may apply for services when approved conditions include or require trash service, janitorial services, security, traffic enforcement, or other services that are part of the conditions.

- 6.5 Monitoring and enforcement: shall be determined by category of event or permit.
 - 6.5.1 Park Monitors:
 - 6.5.1.1 Park Monitors will evaluate the activities at each site based upon the conditions of approval.
 - 6.5.1.2 Park Monitors will inform the applicant of permitted activities of any deviations from the conditions of approval.
 - 6.5.1.3 Park Monitors will observe general park users and advise them of the general park rules.
 - 6.5.1.4 Park Monitors will make an assessment of any given situation and contact appropriate persons when help is needed.
 - 6.5.2 Contracted security:
 - 6.5.2.1 Shall be approved by BPR staff as part of the permitting process.
 - 6.5.2.2 Must be licensed and bonded.
 - 6.5.3 Law Enforcement:
 - 6.5.3.1 May be required for events or permits with traffic or crowd conditions.
 - 6.5.3.2 Upon request or through the course of normal duty assignments, the Orange County Sheriff will ensure enforcement of all appropriate laws and ordinances.
 - 6.5.4 San Clemente Code Enforcement: upon request or through the course of normal duty assignments, Code Enforcement will ensure City codes and the policies/procedures are adhered to.
 - 6.5.5 Signage: each park shall have signage that identifies rules and regulations.