

CITY COUNCIL AGENDA COVER-SHEET
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From: Nancy Batchelder, City Recorder

- ☒ Regular Meeting Agenda Item ☐ Work Session Discussion Topic
- o Add to agenda for _____ meeting.
 - o Continue this item until _____.
 - o Item dismissed.

DATE: June 2, 2011

Title: Recommendation from the Parks and Commons Commission

Item: Changes in Policy Manual

The Parks and Commons Commission received a report from the policy sub-committee at their May meeting. The sub-committee suggested some changes in the policy manual to clarify outdoor space use, maximum parking available and to include the maximum occupancy numbers for each room as determined by the Deputy State Fire Marshal. The Commission agreed and voted to recommend those changes.

Related Goal:

Improve administrative processes to maintain and surpass previous high standards

Reference And Review Material:

Budget Impact: \$0

Additional Information:

Attachments:

Draft of the pages showing the amended Policy Manual language.

The City/City Recorder or designee may require a written statement outlining how applicant is complying with the OLCC regulations and copies of OLCC service permits for anyone who will be serving.

ROOM USES

When room rentals are made the type of activity and noise level will be considered. The working hours of City Hall (8:30 a.m.-4:30 p.m. weekdays) will be taken into consideration. Noisier events will normally be held in the north end of the building.

Meals will not be prepared or served in any rooms that are carpeted. During building-wide events, food must be prepared and served out of Room 5 (kitchen) only.

With the exception of any lease agreements with the Yachats Youth and Family Activity Program, no room will be allocated for exclusive permanent rental.

Room 1 (Civic Meeting Room): This room is used by City Hall from 8:30 a.m. to 4:30 p.m., for City Council, Commission meetings, work sessions and other open public meetings. At the City Recorder's discretion it may be rented for conferences and seminars at times when not in use by the City.

Rooms 3, 5, 8: These rooms may be used for meetings, conferences and classes. These rooms have outside entrances. Room 3 has a small pull down screen for presentations. Room 8 has a sink and is often used as a green or cast room. [Maximum occupancy – 49 people.](#)

Room 4: Preschool

Room 5: This room contains a kitchen area. This room may be rented with or without use of the kitchen. The kitchen rental is in addition to the rent for the room. All food shall be prepared and/or served from room 5, which is the designated Commons Kitchen³. Any exceptions shall be made at the discretion of the City Recorder. Renters of this room may be impacted by multipurpose room noise. [Maximum occupancy – 49 people \(with or without tables\).](#)

Room 6: Friends of Commons Office

Room 7: Storage

Multipurpose Room/Stage: This large room is used for recreation, sports, dances, concerts, and exercise classes. It is also for seminars, conferences, and festivals. Event lighting is also available as well as spotlight for the stage.

Stage use shall be limited to pre-approved theater and performance type of activities. Exceptions shall be considered on a case by case basis by the City Recorder.⁴

[Maximum occupancy for Theatre seating –162 - No more than 17 chairs in a row with a 4' aisle.](#)

³ Adopted by City Council - August 12, 1999

⁴ Adopted by City Council - July 8, 2010

Maximum occupancy with tables: 162 people including serving staff. - 14 round tables – 8 people per table. Serving table allowed.

Aisle between double doorways must be left open. Aisle of 4' between all tables for craft show setup. Clearance on SW door – 4'.

Basement: Yachats Youth & Family Program and storage

Maximum Parking Available: 198 spaces including 8 handicapped.

YACHATS COMMONS PROGRAMMING/ROOM USE POLICY

Free Category

- Yachats Government (City Council and Commissions)
- Community events to raise funds for the Commons
- Open/community gym in the multipurpose room
- Yachats Youth & Family Program
- Friends of Commons fundraising events
- Fee-waived groups and activities

Community Rate

- Events that build a stronger sense of community while benefiting the individual (non-profit), educational, sports, cultural and arts, and recreation
- Non-exclusive service clubs/organizations
- Tax supported agencies (community colleges, etc.)
- Other federal, state, or county government agencies
- Commercial events open to the public that are sponsored by non-profit groups or organizations (C of C Arts & Crafts Fair etc.)

Private Rate

- Private meetings or events with restricted access, i.e., family reunions, wedding receptions, etc.

Commercial Rate

- Commercial or for-profit events open to public, i.e., activity for which the purpose of the rental is to make profits for an individual or company.

CONTRACTS AND APPEALS

The City Recorder will determine rental categories and may waive fees when appropriate. Special contracts may be negotiated with the Parks and Commons Commission.

Contracts are for on-going renters generally issued on a multi-month basis and are reviewed at least annually and revoked or extended at any time by the City Recorder or designee, or Parks and Commons Commission.

Appeals of decisions made by the City Recorder or designee may be made to the Parks and Commons Commission.

Picnic Shelter

Prior approval by the City Recorder is required to reserve exclusive use of the picnic shelter. The sale or consumption of alcohol on Commons grounds, including the picnic shelter will be by City Council written permission only. Requests for such permission must be presented in writing on an "Application for Use of Alcohol on City Property" form. These forms are available at City Hall. The form must be submitted to the City Recorder for approval by either the Mayor or City Council President.⁸

PARKING

Parking for the Commons is available at the north end of the building on the south side of 5th Street. The north side is used by the Bank of the West, during business hours. There is also parking available in the back of the Commons. Parking should be on the south side of the fenced area. For larger events parking may occur on the north side of the fenced area and on the edge of the grass area. Parking is also available along 4th St. and west of the retaining wall behind Bank of the West. At all times be aware that children are in the area. Care should be taken when driving in the area. Vendor use of this area by permission only.

Maximum Parking Available: 198 spaces including 8 handicapped.

TRAILS

Trails may not be cut in the woods / wetland area.

WALKING PATH

The walking path and boardwalks on the Commons property is available to walkers. Please stay on the path.

SPORTS FIELD

The sports field is to be used only for athletic and play activities. The sports field is available on a first come, first served basis unless previously scheduled with the City Recorder. Any organized events / team play must be scheduled with the City Recorder.

SKATE BOARDING

Permission has been given to allow skate boarding on Commons grounds. The designated area can be used by skate boarders unless an event is scheduled in this area. Then all ramps must be removed and all skate boarding will stop. Loading and unloading of equipment into the Commons building may also occur in this area. Skate boarders may not interfere with other events that occur in the Commons or on Commons grounds. This includes the Youth Center programs and events.

WETLANDS

A part of the open area to the west of the Commons is a delineated wetlands area and shall be respected as such.

⁸ Amended by City Council – Resolution No. 2006-07-06