

MUNICIPALITY OF MURRYSVILLE

GUIDELINES & PROCEDURES FOR INDIVIDUALS OR COMMUNITY GROUPS REQUESTING PERMISSION TO ERECT STRUCTURES IN MURRYSVILLE PARKS

The following procedures are for use by community organizations or individuals outside of the municipal staff and departments. Anyone who is not a formal part of the municipal administrative structure must follow these guidelines and procedures in order to initiate minor improvements in the municipal parks. It should be noted that, while the process will cover a wide range of construction activities, those projects that involve large buildings or extensive grading are not within the scope of this process.

The organization's representative should first schedule an advisory session with that staff member designated by the Director of Parks and Recreation, and/or the Parks and Recreation Commission. If it is agreed that the project has merit, the organization should then submit a minimum of three (3) sets of the project proposal.

A. Procedures & Guidelines:

1. The municipal staff shall determine the suitability of the proposal (see Section B for proposal guidelines) for the site.
2. After review by the staff, the project shall be discussed at the next regularly scheduled meeting of the Parks and Recreation Commission.
3. After review by the Commission, a formal written agreement outlining the terms of the project, including site location, purpose, site preparation, construction schedule, construction materials, funding, ownership, and maintenance, shall be sent to Council for their approval.
4. The applicant organization must acquire all necessary permits prior to construction. The applicant organization must adhere to all municipal, state and federal laws pertaining to slopes, wetlands, or other planning issues.
5. The municipality shall retain a right of access to the structure.
6. The municipality will not be responsible for vandalism or maintenance of any facility for which an outside organization retains ownership, or for which an organization holds an exclusive use agreement, unless such responsibility is included in the formal agreement.
7. Regular review:
 - a) All structures not owned by the Municipality shall be reviewed by the Parks and Recreation Commission on a regular, ongoing basis.
 - c) The Commission member with oversight responsibility for the park shall, prior to the scheduled review, inspect the facility, and will report on the condition, maintenance, and use of the facility.
 - e) If the facility is found to be in disrepair, the Commission shall require the sponsoring organization to repair or remove the structure as outlined in B9.

- f) Once determined by the Commission, that the structure should be removed, it will be removed in a timely schedule as determined by the Commission.
- g) If at anytime prior to the regularly scheduled review the commission member with oversight notes deterioration in a structure, that member shall initiate an immediate review at the next regularly scheduled meeting of the Commission.
- h) A yearly report of the review proceedings shall be sent to Council.

B. All Proposals shall include:

1. Include a description of the project and give justification for its need.
2. Include the name of the organization along with the name, address, and phone number of a contact person who is knowledgeable about the project. Proposals must be signed by an officer or authorized representative of the organization.
3. Have attached a to-scale drawing
4. Include a sketch of the site with the proposed structure indicated.
5. Include floor plans, catalogue cuts, specifications, and/or any other information that helps us to understand how the finished structure will look and function.
6. Include information about project funding: estimated costs; if the money is in hand; if the organization has made a formal commitment to finance this project; if the organization has secured outside funding; and/or if the organization is proposing a municipal contribution.
7. Clearly state who will act as project manager.
8. Clearly define who will be responsible for maintenance, both on a day-to-day basis as well as long term.
9. Indicate who shall retain ownership of the structure –the municipality or the organization. If the organization, then the proposal must include provisions for removal once the structure is no longer needed, has become run-down or otherwise unsightly or unsafe, or if for any reason is no longer appropriate for that site. These provisions must include plans for the site to be restored to its pre-structure condition.