

# Agenda Report

**TO: CITY COUNCIL**

**DATE: JANUARY 22, 2007**

**FROM: CITY MANAGER**

**SUBJECT: STORAGE CONTAINER AT VICTORY PARK**

## **RECOMMENDATION**

This report is provided for information purposes only.

## **BACKGROUND**

In response to requests from park users for the use of parkland for equipment storage, and based on the lack of uniformity of the existing storage containers within City parks, staff developed a Park Equipment Storage Facility Policy (Attachment A). The policy was designed to reduce the number of equipment storage containers in City parks and improve the appearance and location of these containers. More specifically, the policy's objectives state that all equipment storage containers used by park user groups shall be in compliance with the Pasadena Municipal Code; aesthetically consistent with the surrounding park area; located in a manner that does not disrupt maintenance operations; and at the park only for the duration of the user group's sport season. The policy also requires that park user groups provide the City with information about each container's contents. This policy was reviewed and supported by the Recreation and Parks Commission on May 6, 2003. Consistent with the terms of the policy, a Park Equipment Storage Facility Application was developed. A cover letter introducing the policy and application form, along with these two documents, was distributed to park users at the 2003 fall Sports User Group meeting.

In response to a recent inquiry regarding one of the storage containers at Victory Park, staff reviewed the information on file for various containers located at Victory Park. This investigation revealed that the City had not received an equipment storage application for the 40-foot cargo container located on the PHS parking lot adjacent to diamond #3. The container was identified as belonging to the Pasadena Panthers Youth Football program. This group did not receive a

field use permit for the fall 2006 season and does not use any of the fields at Victory Park (or any other City of Pasadena park). As the group was not granted permission to use fields at Victory Park, they are not eligible to use City property for equipment storage. On August 23, 2006, staff contacted Mr. Michael Burnes, the President of the Pasadena Panthers, to advise him of the City's policy and request the removal of his cargo container. At that time, staff faxed Mr. Burnes a copy of, and answered various questions about, the City's policy. Mr. Burnes expressed his desire to meet with City officials to discuss this issue. Staff waited for a brief period to allow for Mr. Burnes to make these contacts. However, with no response, on October 5, 2006, staff advised Mr. Burnes that he had 30 days to remove the Panthers' container and faxed him a letter (Attachment B) formalizing this request. During the month of October, staff contacted Mr. Burnes and offered to pay for the cost of relocating the container to a location of his choice. Mr. Burnes indicated that he was meeting with Pasadena High School officials in an effort to identify space to relocate the facility and would contact staff shortly.

At the November 6, 2006, City Council meeting, Mr. Burnes expressed his concerns regarding the City's request to move his storage container. At that time the Council requested staff provide additional information about this matter. In response to that request, staff has provided the following information:

At this time there is no commitment to any sports user groups for specific City field permits for use in fall 2007. Determination of permits for City sports fields during fall 2007 will not be available until June 2007. Applications from interested user groups seeking field permits for City and PUSD sites will be accepted in May 2007. City and PUSD staff then review the applications, confirm eligibility of user groups, finalize the field maintenance and school use schedules (e.g., CIF game schedules), and make joint recommendations for field assignments in approximately June 2007 for the fall season.

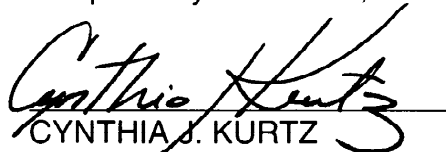
With regard to use of Victory Park sports fields, requests for field time significantly exceeded availability for fall 2006 and similarly high demand is projected for fall 2007. Unless local user groups at Victory Park from fall 2006 experience a decline in enrollment or relocate next year, assignment of a "new" organization (i.e., one not issued permits for Victory Park fields during fall 2006) would require displacement, reassignment or cutbacks in field use for another Victory Park user group.

Staff will continue to work with the Pasadena Panthers to ensure the expeditious removal of this storage container.

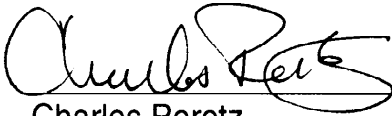
**FISCAL IMPACT**

Staff has offered to relocate the storage container in question at the City's expense. The anticipated cost of relocating the container is \$200-\$300.

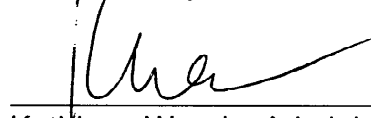
Respectfully Submitted,

  
CYNTHIA J. KURTZ  
City Manager

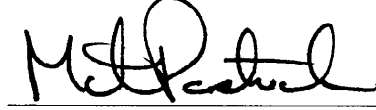
Prepared by:

  
Charles Peretz  
Management Analyst IV

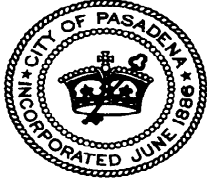
Reviewed by:

  
Kathleen Woods, Administrator  
Parks and Natural Resources

Approved by:

  
Martin Pastucha, Director  
Department of Public Works

# ATTACHMENT A



## CITY OF PASADENA PARK EQUIPMENT STORAGE FACILITY POLICY

### I. INTRODUCTION

#### A. Equipment Storage Facilities

Equipment storage facilities that are located on City parkland, afford park user groups the ability to maintain sports equipment at their location of play. The proximity of athletic equipment and playing fields facilitates the coordination of team practices and games. However, storage facilities introduce an object that has the potential to adversely impact various aspects of a park environment. The City has developed this policy to establish a procedure to mitigate the impacts caused by equipment storage facilities located in and around parkland.

### II. OBJECTIVES

The City of Pasadena has developed this policy to ensure that:

- Storage facilities located on parkland are in compliance with the Municipal Code and all applicable building codes;
- Each storage facility is aesthetically consistent with its surrounding environment;
- The use of storage facilities is kept within seasonal limits;
- The location of each storage facility does not hinder or otherwise interfere with City maintenance operations.
- The City has information pertaining to the owner of each storage facility and the contents contained therein.

### III. APPLICATIONS FOR STORAGE FACILITIES ON PARKLAND

Whether requesting use of parkland for a storage facility, or requesting the expansion and/or use of an existing city-owned storage facility, applications may be obtained from the Human Services and Recreation Department's Park Reservation Desk<sup>1</sup> when applying for field use permits. Applications must describe the articles that are proposed for storage, and must indicate the type of storage facility to be used, proposed size, proposed location, and duration of storage.

---

<sup>1</sup> Park Reservation/Permit Desk is located at 175 N. Garfield Ave and may be contacted at (626) 744-7195

**A. Requesting Use of Parkland for a Storage Facility**

Parks user groups wishing to request use of parkland for *their* storage facility may submit a completed application to the Human Services and Recreation Department's Park Reservation Desk. Parks Staff will review applications requesting the use of parkland for a storage facility and either approve or deny them based upon this policy. Applicants receiving approval will be sent a copy of the approved application along with staff's comments to ensure an understanding of the terms of use. If not identified on the application, or if amended by staff, the comments section of the application may be used to clarify the type, condition and/or color of storage facility that has been approved. Unsuccessful applications will be returned to the applicant.

**B. Requesting Use or Expansion of a Storage Facility on Parkland**

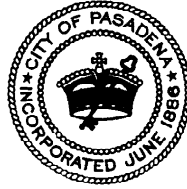
Park user groups wishing to use or expand an existing *city-owned* storage facility (or a storage facility that is planned for construction) on parkland may submit an application for use to the Human Services and Recreation Department's Park Reservation Desk. Applications for the expansion of a city-owned facility will be brought to the Recreation and Parks Commission and may be included in the City's Capital Improvement Program. If a user group wishes to donate private capital to fund (or partially fund) an approved CIP project, such donation shall not impact the need to comply with the requirements of this policy.

**IV. SEASONAL LIMITS OF USE**

Storage facilities that are utilized throughout multiple seasons may be permitted to remain at the park throughout the year. Storage facilities that are utilized solely for one season per year may only remain at the park or must be vacated (in the case of a city-owned storage facility) within two weeks from the end of that season, unless the group demonstrates special need for year round storage and receives written approval from the Parks staff. (Special needs include groups who can demonstrate an active year round recreational use that requires storage.)

If the City finds unauthorized equipment facilities at any of its parks and/or a permitted storage facility exceeds its permitted time, the City shall contact the owner in order to schedule its timely removal. In the event that the owner cannot be identified within 15 days the City shall padlock and/or remove the facility at the owner's expense.

# ATTACHMENT B



## DEPARTMENT OF PUBLIC WORKS PARKS AND NATURAL RESOURCES

October 5, 2006

Michael Burnes  
Panthers Football

**SENT VIA FACSIMILE**

Dear Mr. Burnes:

Per our conversation this morning, I am writing to request the removal of the storage container that is used by your sports group at Victory Park. As you'll recall, staff originally contacted you regarding this matter in August. At that time you requested a copy of the Park Equipment Storage Facility Policy. The policy was faxed later that day, after which you placed a follow up call indicating that you planned to discuss this matter with Mayor Bogaard.

The policy was created to reduce the amount of public parkland occupied by storage facilities and establish an application process to ensure that approved facilities conform to aesthetic parameters, seasonal limitations and are located in a manner approved by the City. As the policy states, the City allows equipment storage facilities on parkland to allow "... park user groups the ability to maintain sports equipment at their location of play." As your group does not use any of the fields at Victory Park, it would not be eligible to receive an application nor use parkland for equipment storage.

By way of this letter I am advising you that the storage container which is used by your group at Victory Park must be removed within 30 days. We appreciate your cooperation. If you have any questions please feel free to contact me at (626) 744 - 4321.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Peretz", with a stylized flourish at the end.

Charles Peretz  
Management Analyst IV

cc. Kathleen Woods, Administrator of Parks and Natural Resources  
Martin Pastucha, Director of Public Works