

**CITY OF PACIFIC GROVE  
CITY COUNCIL POLICY**

<b>Policy</b>	<b>Policy No.</b>	<b>Effective Date</b>	<b>Page No.</b>
Municipal Softball Park Master Plan	100-8	March 2, 2011	1 of 6

**I. Introduction**

The Pacific Grove Municipal Softball Park, located at the intersection of 17 Mile Drive, Short Street, and Pico Avenue in Pacific Grove, provides a venue for organized softball games for youth and adult players. The purpose of the master plan is to provide a framework of operating rules to allow for community use while protecting the residential character of the surrounding neighborhood. The plan also outlines priorities for future improvements to the ballpark.

The original master plan was the product of an extensive community process, led by the Planning Commission and Recreation Commission and adopted by the City Council in 1992. The involved groups envisioned periodic updates in response to evolving community needs and circumstances.

**II. Rules and Regulations**

- A. Scheduling of Play. The length of seasons is defined as follows.
  - High School Softball                      February through mid May
  - Youth Baseball/Softball League:      March through July and August through November
  - Adult Socko League:                      September to November
  - 1) Regular Youth league games will be scheduled Monday – Saturday, while adult Socko League games will be scheduled Monday through Thursday only.
  - 2) Weekdays are defined as Monday through Friday; Weekends are defined as Saturday, Sunday, and holiday Mondays.
  
- B. Tournaments. A maximum of five weekends per year will be used for tournament play. Every attempt will be made not to schedule tournaments on consecutive weekends. Under no circumstance shall tournaments be scheduled on three consecutive weekends.
  
- C. Special Events. The primary purpose of the ball park is as a ball field; up to three special events per year may be scheduled with Recreation Board and City Council approval.
  
- D. Hours of Play.
  - 1) Game starting time will be no earlier than 9:30 a.m.
  - 2) No new innings will be started after 9:30 p.m.
  - 3) Field lights will be turned out by 10:00 p.m., whether the game is finished or not.
  - 4) These hours of play will apply to all games whether on a weekday, weekend, or holiday.
  
- E. Nuisances. No alcoholic beverages shall be allowed at the ball park. There shall be no littering, and no blowing of car horns or air horns. The field shall be watered before dragging the infield. Smoking is not allowed within 20 feet of the park.

- F. Complaint Procedures. The City Recreation staff are responsible for operating the ball park in accordance with the terms set forth herein.
  - 1) Grievances should be directed to the Recreation office staff at City Hall, who will document the complaint and will provide a written response to the complainant.
  - 2) Residents may call City Hall to leave a message at the time of the infraction.
  - 3) The complaint will be documented the following day, and a response will be provided from staff.
  - 4) The Recreation Office will maintain a log, which will be available for review by interested parties.
  
- G. Clean-up: Groups using the Softball Park shall clean up the field, dugout, and bleacher areas upon completion of events. Public Works maintenance staff will clean facilities periodically as part of City-wide maintenance and custodial responsibilities.

### **III. Recommendations for Physical Improvements to the Ball Park**

#### **Major Improvements**

- A. Build rest rooms equipped for mobility impaired patrons on the upper level. *(Completed)*
  
- B. Construct viewing areas for mobility impaired patrons adjacent to the rest room on the upper level. *(Completed)*
  
- C. Construct a modified second story on the concession stand. *(Completed)*
  
- D. Extend the fence on the north boundary of the park. *(Completed)*
  
- E. Gable the roof on the old bathroom/storage building for better design and to improve safety.
  
- F. Install a free standing illuminated scoreboard with signage (no advertisements) behind the outfield fence of the ball field. *(Adopted by City Council 7-20-05)* *(Completed)*
  
- G. Pave the outfield parking and access ways.
  - 1. The City should seek professional advice in order to maximize use of the outfield parking, the measures considered to include improved access and the installation of low level lighting.
  - 2. The City should negotiate with the Pacific Grove School District for the use of the playground adjacent to the ball park for additional off-street parking.
  - 3. Written notice will be sent to all participating teams encouraging the use of outfield parking.
  
- H. Pave all exterior sidewalks and driveways on 17 Mile Drive. The intention is that all exterior walkways and access ways on 17 Mile Drive will be paved.
  
- I. Erect natural rock walls along the left and right field lines to control soil erosion; plant additional foliage in the same areas.

### **Minor Improvements**

- A. Repair the cracks in cement bleachers.
- B. Enclose dugouts and cement floors.
- C. Refinish or repaint wooden bleachers.
- D. Add landscaping to screen the outfield and the bathroom addition.

### **Deferred Improvements**

- A. Consideration of the construction of an overhang above the bleachers will be held in the future when the Recreation Department submits a plan.
- B. Installation of playground equipment adjacent to the present rest rooms is deferred until such time as the school site adjacent to the ball park becomes available.

### **Improvements Needing Further Study**

The City should hire a consultant to conduct a survey of the lighting at the ball park to determine the adequacy of the lights, taking account of the residents' desire to reduce light spillover into the surrounding neighborhood. The study should address the feasibility of amelioration and the costs of doing so. The results of the study should be presented to the Recreation Board for action.

## **IV. Environmental Review**

The City Council adopted a Negative Declaration for the Ball Park Master Plan on November 20, 1991, with the following mitigation measures:

- A. Submittal of a drainage plan to dispose of parking lot drainage into the storm drain system. The method for disposing of roof runoff shall be to the approval of the City Engineer.
- B. Proposed walls and fences shall be designed to provide intermittent openings to accommodate the movement of deer.
- C. All drainage from new structures and paving for parking area will collect, conduct, and dispose of surface runoff into the storm drain system.
- D. New construction shall be harmonious with regards to design, style, and materials and consistent with the scale of the surrounding neighborhood.

## **V. Policies Governing Use of the Ball Park**

- A. **General.** The Pacific Grove Municipal Softball Park is dedicated to serving the softball/baseball public for recreational purposes. Preferential treatment is not to be given to any individual or group.
- B. **Operation.** The park is a facility of the City, operated under the direction of the City Manager and his or her designated representative(s), the Recreation staff.
- C. **Enforcement.** The City Manager and his or her designated representative(s) shall be responsible for the enforcement of these rules and regulations.
- D. **Violation.** Violation of any rules contained in this policy or other City Ordinances pertaining to the park shall subject the person, teams, leagues, or organizations to removal or possible suspension from the park.
- E. **Existing Ordinances.** The City has adopted certain rules and regulations regarding parks in the Municipal Code. Violation of these laws is a misdemeanor (MC 1.16.010). In cases

of conflict between these rules and Municipal Code provisions, the Municipal Code and the penalties set out there shall prevail.

F. **Softball and Baseball Rules.** Amateur Softball Association Rules, or the Official Baseball Rules (or their modifications), shall govern all play in the park.

G. **Liability.** The City of Pacific Grove is not responsible for accidents, injury, or loss of individual property. The individual or organization granted use of a facility shall be held responsible for reimbursing the City for any loss or damage to City property caused by such use. The applicant shall be required to file a certificate of insurance in an amount not less than \$1 million, naming the City of Pacific Grove as an additional insured. This certificate will be filed with the Recreation staff at least 30 days prior to the event, and must have at least 10 days notice of cancellation. Such insurance must and will be primary to any City Insurance.

H. **Priority Classifications.**

1. Department Sponsored Activities. Recreation activities and programs sponsored by the City of Pacific Grove.
2. Co-sponsored Recreation Groups. Recognized civic, community, or local organizations whose recreation activities are being presented in conjunction with the Recreation Department.
3. School-sponsored activities. 1) Adult or youth activities sponsored by the Pacific Grove School District, or 2) activities or programs sponsored by the schools within the Pacific Grove School District area and run by the Associated Student Body.
4. Community Youth Groups. Any organized youth group having the following qualifications: is a non-profit group; has a majority of its members 17 years of age or younger and residents of Pacific Grove; has voluntary adult leaders or chaperones; is recreational in nature; has no membership restrictions other than age or gender; has a definite organizational structure; meets regularly; maintains a primary interest in community school-age youth.
5. Community Adult Groups. Any organized group having the following qualifications: is a non-profit group; has a majority of its members who are residents of Pacific Grove; has no membership restrictions other than age and gender; is recreational in nature; has a definite organizational structure; meets regularly.
6. Resident Use, Private. Any resident youth or adult group, or any individual not covered by qualifications of any other priority grouping which meets for the purpose of private recreational activities.
7. Non-resident Use, Private. Groups or organizations composed of non-residents of the City of Pacific Grove. Depending on the type of use, this classification may be required to meet specific criteria as deemed appropriate by the Recreation Director.
8. Commercial Use. Groups or organizations which are commercial or profit oriented.

I. **Conditions of Priority Use.**

1. Permission for use of facilities will be granted upon the condition that all rules governing the use of said facilities will be followed. Failure to comply with these rules will be cause for the permit to be revoked.

2. The Recreation Department reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs or emergency requirements.
3. A permit to use the facilities will be issued provided 1) issuance will not obstruct or interfere substantially with recreational use, and 2) the date and time requested have not been allocated by permit or assigned to a Recreation Department function.
4. The application must be completed in person by a qualified representative of the requesting group or party, at least 18 years of age.
5. The representative of the requesting group or party shall be required to post a cash deposit, applicable to the rental of the facility, as stated in the Use Fee Policy, at the time the permit is issued. The balance of the fees due must be paid three days prior to use.
6. Applications for permits may be filed up to 180 days in advance of the date requested, and at least ten days in advance of that date. Permits may not extend over 90 days. All requests for facilities for fund raising purposes must be filed at least 45 days in advance of the event.
7. If the nature of the event changes, or if the number of the participants increases, the Recreation Department must be notified at least seven days in advance and, if necessary, fees and charges will be changed in accordance with applicable rates.
8. The premises and facilities must be restored to the condition of the permitted use, within the time specified in the permit.
9. The requesting group or party is personally responsible for all damages to the facilities being used.
10. The requesting group or party shall comply with all requirements of the Health and Safety Code, City Ordinances, Recreation Department Policies, Fire Department Policies, and any other applicable laws.
11. The Recreation Department agrees to furnish, at the established service charges, the equipment which is regularly a part of the facility. Additional equipment is the responsibility of the group granted use, subject to Recreation Department approval.
12. The use of facilities must be compatible with the established purpose of the recreational facility.
13. The sponsoring organization, group, or individuals must reimburse the City for all direct and incidental expenses for the use of City personnel and facilities. The City has absolute discretion in determining the number of personnel that will be provided for an event.

J. **Limitations of Use.** The following activities are prohibited in the park: tackle football, archery, soccer, circuses, rugby, lacrosse, golf and related golf skill activities, operation of electric or gas model airplanes, cars, or rockets, and the use of firearms.

Adopted by City Council 4-1-92

Amended 7-20-05

Amended 3-2-11; Resolution 11-015