

## **Policies & Procedures for Approving Alterations of Parks and Recreation Land by Private Persons or Organizations**



**Dugout on ballfield in Lyons Park, Auburndale**

### **POLICY**

All petitions for construction of any type of structure or physical alteration to parks or recreation land, by private persons or organizations must be deemed by the Recreation Commission to be in the long term interest of the City of Newton and meet all requirements and procedures outlined by the Parks and Recreation Commission.

### **CONDITIONS AND PROCEDURES**

1. Prior to any meeting at which a written proposal for a structure or physical alteration is to be presented and considered, the Recreation Department will mail notices to all abutters, neighborhood groups and current users holding permits of the facility in question. A notice of such action will also be posted at the site.

2. The Parks & Recreation Department will provide applicants with specific written instructions for applying to make alterations on parks and recreational lands.

There will be at least two meetings to decide on any proposal. The first meeting will be for proposal presentation, discussion and public comment. The petitioner must submit the proposal to the Planning Department for administrative site plan review, as well as the Design Review Committee. Depending on its nature, the petitioner is be required to submit the proposal to the Traffic Commission, Law Department, Conservation Commission, Engineering Department, and/or other public agencies. These agencies will be given a reasonable time period in which to report their findings to the Commissioner prior to any decision being made by the Commission concerning the project the Commission. The Commission will be the last agency to make a decision.

Prior to the second meeting, all Commission members will make an effort to visit a proposed site. The second meeting will be for Commission discussion and vote, of which

five affirmative votes a majority of the Commission membership will be necessary for passage of the proposal.

3. Prior to any decision being made, in addition to the original proposal in writing the petitioner must provide the Commission with the requested financial information about his/her organization and details of all use and caretaking arrangement for the structure or physical alteration.

4. For whatever its purpose, the petitioner must demonstrate in writing the benefit to the public from the proposed alteration. If the structure is to be used to generate revenue, the petitioner must show that other suitable avenues for fund raising have been researched or attempted.

5. In making its decision, the Commission must take into consideration the potential of adverse effects that the proposal will have on the environmental and economic parameters surrounding it.

6. A written plan of action must be submitted with the proposal stating alternative plans of use or removal, should said structure no longer be used by the petitioner.

7. The petitioner will provide the Commission with an itemized estimate of the cost of construction, expected revenue raised and what the proceeds will be used for.

8. The petitioner may also be subject to other unforeseen conditions or procedures deemed appropriate by the Commission.

9. Any structure built on Parks and Recreation land will be owned by the City, upon completion, and under the direct control of the Commission.



**Fences, Batting Cage, Dugouts and Grandstand, Lyons Park**