



AGENDA

Parks Commission

Wednesday

February 1, 2023

8:30 AM

| Village Hall | 21 W. Washington Street |

This is a public meeting and all are welcome to attend.
In-person meetings are held in Council Chambers at Village Hall.

Commission: Anne deConingh, Greta Insolia, Brian Drum, Tod White, Jeff Opperman

Agenda Items

1. Approval of minutes
2. Park Event application(s)
 - a. 2023-04-09 EASTER SUNRISE SERVICE - FELLOWSHIP CHURCH (RIVERSIDE PARK)
 - b. 2023-05-13 RUBBER DUCK RACE – CVCC (RIVERSIDE PARK)
3. 2022 Accomplishments
4. 2023 Goals and Objectives
5. Miscellaneous
6. Adjournment

Next Meeting: Wednesday, March 1, 2023



PARK EVENT APPLICATION

[11/2020]

Village of Chagrin Falls

21 West Washington St

Chagrin Falls, OH 44022

440-247-5050

ORGANIZATION _____

EVENT NAME _____

EVENT DATE _____

Attached is an **application for a Park Event** in the Village of Chagrin Falls.

Upon receipt of the completed application, it will be presented to the Parks Commission for review.

GENERAL INFORMATION

1. **APPLICATION:** A sponsoring group or person interested in planning an event in a Village Park shall complete an application to be approved by the Parks Commission and Village Council at a public meeting.
2. **INSURANCE:** The sponsoring group or person will be required to provide a certificate of insurance showing general liability coverage of \$1,000,000 during the event and naming the Village of Chagrin Falls as additionally insured.
3. **INFORMATION:** The application shall include all needed information and the Council, Police Chief, Fire Marshal or the Chief Administrator may set terms and conditions regarding these subjects:
 - type and name of event and proposed activity
 - estimate of attendance
 - day(s) and times of event
 - map showing set-up of event
 - electrical requirements and plans
 - plans for parking and traffic control
 - proposed advertising and directional signage
 - plans for waste collection and cleanup
 - noise to be generated, including music
 - fire prevention, emergency calling and access
 - rest room facilities
4. **DEPOSIT:** A minimum deposit of \$500 must be submitted before the event to cover the cost of any possible damage to the Village park resulting from the event. The deposit will be returned once it is established that no damage has occurred. If the cost of any damage repair exceeds the minimum deposit, the sponsoring group or person will be held responsible for the additional required expense. Excessive use of utilities, electricity and/or water, will be charged as necessary at the discretion of the Village.
5. **DAMAGE:** Vehicles are prohibited from driving on the grass in all Village parks without the express consent of the Village Administration. Damage to the parks, including tire ruts, will be charged at cost to the sponsoring group or person. No event activity should attach to, lean against or cause damage to any Village trees. The Village Shade Tree Commission will have authority in permitting activities near trees.
6. **UTILITIES:** Applicant will use electrical connections as prescribed by the Chagrin Falls Service Department and water connections as prescribed by the Chagrin Falls Utilities Department.
7. **SAFETY:** So as not to disrupt underground utilities, nothing may be inserted into the ground in the park grass, landscape beds or surrounding areas unless express consent is granted (i.e. tent stakes, signs, etc.). Alcohol is not permitted in Village parks.

2-STEP APPROVAL PROCESS

PARKS COMMISSION REVIEW

Event applications are reviewed by the Parks Commission on the **1st Wednesday monthly**.

Upon review, they vote to disapprove or approve and recommend to Council for final consideration.

COUNCIL CONSIDERATION

Event applications are considered by Council for final approval at the meeting held on the **2nd Monday monthly**.

PARK EVENT APPLICATION

[COMPLETED BY SPONSORING ORGANIZATION OR PERSON]

CONTACT INFORMATION

SPONSORING ORGANIZATION

| | |
|------------------|--|
| ORGANIZATION | |
| STREET | |
| CITY, STATE, ZIP | |

CONTACT PERSON

| | |
|-------|--|
| NAME | |
| EMAIL | |
| PHONE | |

EVENT INFORMATION

VILLAGE PARK

- 1 – Riverside (Downtown) 4 – Bell Street Other _____
 2 – Triangle 5 – Franklin
 3 – River Run (Solon Rd.) 6 – Founders Field

WHO

| | |
|---------------------|--|
| ATTENDANCE ESTIMATE | |
|---------------------|--|

WHAT

| | |
|--------------------------------|--|
| EVENT NAME | |
| EVENT ACTIVITIES (describe) | |

WHEN

| | |
|---------|--|
| DATE(S) | |
| TIME(S) | |

OTHER

| | |
|-------------------------------|--|
| WILL ANY FUNDS BE RAISED? | |
| IF SO, HOW WILL THEY BE USED? | |

EVENT LOGISTICS & PLANS

ELECTRICAL REQUIREMENTS

SET-UP PLANS

- ❖ Describe the items being set-up in the park (i.e. tents, chairs, signs)
- ❖ So as not to disrupt underground utilities, nothing may be inserted into the ground without prior permission.
- ❖ Vehicles are prohibited from driving on the grass without the express consent of the Village Administration.

PARKING & TRAFFIC PLANS

- ❖ How will you handle parking needs and traffic?

PUBLIC RESTROOM PLAN

- ❖ Required for events 100+ | 4 hours+ | serving food + beverage

WASTE COLLECTION & CLEAN-UP PLAN

- ❖ If your event will generate waste, provide a detailed clean-up plan

TYPE OF NOISE BE GENERATED

____ None ____ Description _____

WILL YOU USE SIGNAGE?

____ No ____ Yes (advertising or directional) _____

CERTIFICATE OF INSURANCE

____ No ____ Yes (attached) _____

WILL OTHER VENDORS OR CONCESSIONAIRES BE PRESENT?

____ No ____ Yes (describe) _____

IF AVAILABLE, PROVIDE A MAP OR LAYOUT SHOWING EVENT SET-UP AND SIGNAGE

____ No ____ Yes (attached)



PARK EVENT APPLICATION

[11/2020]

Village of Chagrin Falls

21 West Washington St

Chagrin Falls, OH 44022

440-247-5050

ORGANIZATION _____

EVENT NAME _____

EVENT DATE _____

Attached is an **application for a Park Event** in the Village of Chagrin Falls.

Upon receipt of the completed application, it will be presented to the Parks Commission for review.

GENERAL INFORMATION

1. **APPLICATION:** A sponsoring group or person interested in planning an event in a Village Park shall complete an application to be approved by the Parks Commission and Village Council at a public meeting.
2. **INSURANCE:** The sponsoring group or person will be required to provide a certificate of insurance showing general liability coverage of \$1,000,000 during the event and naming the Village of Chagrin Falls as additionally insured.
3. **INFORMATION:** The application shall include all needed information and the Council, Police Chief, Fire Marshal or the Chief Administrator may set terms and conditions regarding these subjects:
 - type and name of event and proposed activity
 - estimate of attendance
 - day(s) and times of event
 - map showing set-up of event
 - electrical requirements and plans
 - plans for parking and traffic control
 - proposed advertising and directional signage
 - plans for waste collection and cleanup
 - noise to be generated, including music
 - fire prevention, emergency calling and access
 - rest room facilities
4. **DEPOSIT:** A minimum deposit of \$500 must be submitted before the event to cover the cost of any possible damage to the Village park resulting from the event. The deposit will be returned once it is established that no damage has occurred. If the cost of any damage repair exceeds the minimum deposit, the sponsoring group or person will be held responsible for the additional required expense. Excessive use of utilities, electricity and/or water, will be charged as necessary at the discretion of the Village.
5. **DAMAGE:** Vehicles are prohibited from driving on the grass in all Village parks without the express consent of the Village Administration. Damage to the parks, including tire ruts, will be charged at cost to the sponsoring group or person. No event activity should attach to, lean against or cause damage to any Village trees. The Village Shade Tree Commission will have authority in permitting activities near trees.
6. **UTILITIES:** Applicant will use electrical connections as prescribed by the Chagrin Falls Service Department and water connections as prescribed by the Chagrin Falls Utilities Department.
7. **SAFETY:** So as not to disrupt underground utilities, nothing may be inserted into the ground in the park grass, landscape beds or surrounding areas unless express consent is granted (i.e. tent stakes, signs, etc.). Alcohol is not permitted in Village parks.

2-STEP APPROVAL PROCESS

PARKS COMMISSION REVIEW

Event applications are reviewed by the Parks Commission on the **1st Wednesday monthly**.

Upon review, they vote to disapprove or approve and recommend to Council for final consideration.

COUNCIL CONSIDERATION

Event applications are considered by Council for final approval at the meeting held on the **2nd Monday monthly**.

PARK EVENT APPLICATION

[COMPLETED BY SPONSORING ORGANIZATION OR PERSON]

CONTACT INFORMATION

SPONSORING ORGANIZATION

| | |
|------------------|--|
| ORGANIZATION | |
| STREET | |
| CITY, STATE, ZIP | |

CONTACT PERSON

| | |
|-------|--|
| NAME | |
| EMAIL | |
| PHONE | |

EVENT INFORMATION

VILLAGE PARK

- 1 – Riverside (Downtown) 4 – Bell Street Other _____
- 2 – Triangle 5 – Franklin
- 3 – River Run (Solon Rd.) 6 – Founders Field

WHO

| | |
|---------------------|--|
| ATTENDANCE ESTIMATE | |
|---------------------|--|

WHAT

| | |
|--------------------------------|--|
| EVENT NAME | |
| EVENT ACTIVITIES (describe) | |

WHEN

| | |
|---------|--|
| DATE(S) | |
| TIME(S) | |

OTHER

| | |
|-------------------------------|--|
| WILL ANY FUNDS BE RAISED? | |
| IF SO, HOW WILL THEY BE USED? | |

EVENT LOGISTICS & PLANS

ELECTRICAL REQUIREMENTS

SET-UP PLANS

- ❖ Describe the items being set-up in the park (i.e. tents, chairs, signs)
- ❖ So as not to disrupt underground utilities, nothing may be inserted into the ground without prior permission.
- ❖ Vehicles are prohibited from driving on the grass without the express consent of the Village Administration.

PARKING & TRAFFIC PLANS

- ❖ How will you handle parking needs and traffic?

PUBLIC RESTROOM PLAN

- ❖ Required for events 100+ | 4 hours+ | serving food + beverage

WASTE COLLECTION & CLEAN-UP PLAN

- ❖ If your event will generate waste, provide a detailed clean-up plan

TYPE OF NOISE BE GENERATED

____ None ____ Description _____

WILL YOU USE SIGNAGE?

____ No ____ Yes (advertising or directional) _____

CERTIFICATE OF INSURANCE

____ No ____ Yes (attached) _____

WILL OTHER VENDORS OR CONCESSIONAIRES BE PRESENT?

____ No ____ Yes (describe) _____

IF AVAILABLE, PROVIDE A MAP OR LAYOUT SHOWING EVENT SET-UP AND SIGNAGE

____ No ____ Yes (attached)

Village of Chagrin Falls Parks Commission 2022 Accomplishments – **First Draft**

Riverside Park

- Completed Phase 1 of the brick walk installation on either side of the playground.
- Completely redid turf (cultivated soil, added topsoil, spread new grass seed everywhere), following guidelines prepared by the Service Department, after Blossom Time and Art by the Falls.
- Made recommendations regarding maintenance throughout growing season.

Triangle Park

- Completed Phase 3 (North Franklin side) and final Phase 4 (East Washington and North Main sides) of brick walk replacement.
- Began replacement of shrubs, plants, etc. at the point of the Triangle.

Bell Street Park

Franklin Park

River Run Park

- Repaired/repaved sections of asphalt parking area and road leading to ball diamond. Striped parking spaces and striped pickleball court.
- Installed two black metal swinging benches next to the old bus shelter.
- Refurbished the rain garden.

Whitesburg Park

Ben King Memorial Arboretum

- With help from Chagrin Falls Middle School Seventh Grade, cleaned up arboretum and River Walk trail.
- Dedicated Ben King Arboretum and River Walk trail.

Stairway to the Falls

Beautification

- Continued attention to flowerbed care and maintenance program with Service Department and Beautification volunteers.

Village of Chagrin Falls Parks Commission 2023 Goals and Objectives - *Second Draft*

Riverside Park

- Remove old playground and replace with a new one. Possibly move old playground to River Run Park.
- Replace seven wooden picnic tables with black metal plastisol coated ones.
- Replace drinking fountain after new playground design is approved.
- Begin work on Phase 2 of brick sidewalk and retaining wall replacement (between river steps and sycamore tree) during repair of wing walls in conjunction with Main Street bridge work.
- Repair park, following guidelines prepared by the Service Department, after Blossom Time and Art by the Falls.
- Make recommendations regarding maintenance throughout growing season.

Triangle Park

- Continue adding new shrubs and plants, especially at the point.

Bell Street Park

- Replace two wooden picnic tables with black metal plastisol coated ones.

Franklin Park

River Run Park

- Install pickleball net and equipment box.
- Install dog/human drinking fountain in “Bark Park”.
- Install new drinking fountain near ballfield.
- Replace ballfield chain link fence.
- Build concrete dugout and install roof overhead
- Seal wooden fence.
- Replace wooden picnic tables and install new metal plastisol coated ones.

Whitesburg Park

- During winter in dry weather, clean up undergrowth and privet to encourage forest growth and enable access to the river.

Ben King Memorial Arboretum

- At trail heads, install laser-printed photos provided by Chagrin Falls Historical Society of area when it was a quarry.

- With funding from the Dogwood Valley Garden Club, create a bulletin board map identifying trees and amenities here. (Maybe!)

Stairway to the Falls

- Continue organized hillside clean up.

Beautification

- Continue attention to flowerbed care and maintenance program with Service Department and Beautification volunteers.

Long Term Goals

All Parks

- Create a strategic plan.
- On newly-built Village website, publicize location of parks and trails, including all of their amenities.

Stairway to the Falls

- Continue to work with the Chagrin Valley Jaycees to raise funds for the redesign of the observation landing and landscaped areas.
- Finalize the redesign done by Joyce Bond.

Trail from St. Joan of Arc/Pheasant Run Condominium area to Founder's Field.

- Establish a small natural path linking foot traffic to Frohring Meadows trails and East Washington Street.