



**ROSEBURG PARKS AND RECREATION COMMISSION AGENDA  
WEDNESDAY, OCTOBER 4, 2023  
8:15 a.m. Regular Meeting**

LA  
9-29-2023

**In Person at City Hall Third Floor Conference Room and Electronic  
Public Access: [www.Facebook.com/CityofRoseburg](https://www.facebook.com/CityofRoseburg)**

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**NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-6730 AND LET STAFF  
KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.**

**I. CALL TO ORDER**

**II. ROLL CALL:**

Chair: Ruth Smith  
Commissioners: Kyle Bailey Ryan Finlay Diana Wales  
Bob Grubbs Marsha La Verne Tobiah Mogavero

**III. APPROVAL OF MINUTES**

A. June 7, 2023

**IV. DISCUSSION ITEMS**

- A. **Brown Park Expansion Project – Authorization to Accept Donation, Negotiate Donation Agreement and Purchase Real Property**
- B. **Parks Rules & Regulations Update**

**AUDIENCE PARTICIPATION** – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission. Comments also can be provided via email to the Commission at [pwd@cityofroseburg.org](mailto:pwd@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg **prior to 12:00 pm on Tuesday, October 3, 2023.** Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

**V. INFORMATIONAL**

**VI. BUSINESS FROM THE COMMISSION**

**VII. NEXT MEETING DATE: November 1, 2023**

**VIII. ADJOURNMENT**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the Office of the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 800-735-2900.

**CITY OF ROSEBURG  
PARKS AND RECREATION COMMISSION  
JUNE 7, 2023**

**MINUTES**

**CALL TO ORDER:** The meeting of the City of Roseburg Parks and Recreation Commission was called to order at 8:20 a.m. Wednesday, June 7, 2023, in the Third Floor Conference Room at City Hall, Roseburg, Oregon.

**ROLL CALL:** Present: Chair Patrice Sipos, Commissioners Bob Grubbs, Kyle Bailey, Tobiah Mogavero, and Ryan Finlay

**Absent:** Commissioner Marsha La Verne and Diana Wales

**Attending Staff:** City Manager Nikki Messenger, Public Works Director Dawn Easley, Parks and Recreation Program Manager Val Ligon, and Department Technician Chanelle Rogers

**Others Present:** None

**APPROVAL OF MINUTES:** Commissioner Finley moved to approve the minutes of the May 3, 2023 Parks and Recreation Commission meeting. Motion was seconded by Commissioner Grubbs and approved with the following vote: Chair Sipos, Commissioners Grubbs, Bailey, Mogavero and Finlay voted yes. No one voted no.

**DISCUSSION ITEMS:**

**Parks Update - Verbal:** Ligon informed the half shell cover would be going up the week of June 12<sup>th</sup> prior to the first Music on the Half shell concert. The summer recreation programs have started, calendars and flyers were included in the agenda packet. Ligon invited the commission to the Opening Ceremony of Tapes-trees in the Park on Thursday, June 22, 2023 at noon in Fir Grove Park. Ligon stated July is Parks and Recreation Month and the Mayor will be reading a proclamation at the July 10 City Council meeting. Ligon also mentioned the Arts Center is looking for volunteers for the Arts Festival that will be June 23-25. Commissioner Grubbs questioned which trees would be used for the Tapes-trees project. Ligon said it is the row of trees that are at the north side of the park along the path.

Messenger said staff has been working on a new agreement with Music on the Halfshell; the current agreement is from 1994. Need to update a few items in the agreement and have it show when City Council approved allowing alcohol to be consumed at that event. Staff will be getting that to the Music on the Halfshell committee to review and sign soon. Messenger also informed there are a couple sections of multi-use path that we have tried to get grants and have not succeeded, so will plan to use ARPA funds to replace those sections that are located near Legion field. Messenger mentioned there has been a property tax question at the Golf Course for several years that staff has finally worked through with the County and the property is now exempt from property taxes again. They had paid the taxes so to reimburse them for a portion the City has reduced the rent for one year.

Easley informed the City received the official denial from the County Commissioners for the Conditional Use Permit for Sunshine Park Trail project. Easley said the Finding of Fact states the proposed use is not a compatible use due to the neighboring properties having sheep. City staff will be appealing to LUBA. Staff will also be working with a consultant to be able to annex

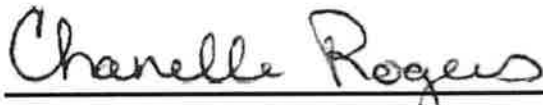
the property into the City. Easley informed Ligon would be presenting on June 26<sup>th</sup> for the large local government grant that was applied for to do the tennis courts upgrades.

**AUDIENCE PARTICIPATION:** None

**INFORMATIONAL:** Messenger stated staff has been working with Tracker Foundation to launch a different type of volunteer project concept. Tracker Foundation has some good ideas on how to help with some of the issues in the parks such as graffiti since the City does not have the staffing to address some of the situations quickly to try to prevent it from continuing to happen. Messenger also mentioned that during budget this year, staff created a transfer option to be able to transfer funds from the Hotel/Motel tax fund into the Parks Improvement Fund if there is a project that could bring tourism to the City. Commissioner Finlay questioned how much funding would be available. Messenger replied they budgeted \$250,000 this year.

**BUSINESS FROM THE COMMISSION:**

**ADJOURNMENT:** Meeting adjourned at 8:37 a.m.

A handwritten signature in cursive script that reads "Chanelle Rogers". The signature is written in black ink and is positioned above a horizontal line.

Chanelle Rogers, Public Works Department Technician



## CITY OF ROSEBURG MEMORANDUM



**DATE:** October 4, 2023

**TO:** Parks & Recreation Commission

**FROM:** Velorie Ligon, Parks & Recreation Program Manager

**VIA:** Dawn Easley, Public Works Director

**SUBJECT:** **BROWN PARK EXPANSION PROJECT – AUTHORIZATION TO ACCEPT DONATION, NEGOTIATE DONATION AGREEMENT AND PURCHASE REAL PROPERTY**

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### ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to enter into an agreement with a local donor to accept a donation of \$150,000 for the Brown Park expansion project with the understanding the City will submit an application for grant funding through the Local Government Grant Program in January 2024 for development of the expansion. Staff is also asking the Commission make a recommendation to the City Council authorizing the purchase of property located at 710 W. Francis Street in Roseburg for the expansion of Brown Park.

### BACKGROUND/ANALYSIS

Brown Park is a mini park located in west Roseburg at the corner of Harvard Avenue and Francis Street. In June of 1958 the land was conveyed to the City of Roseburg for public park and playground purposes only as a memorial to George M. Brown, former Attorney General and Supreme Court Justice of the State of Oregon. The deed states that in the event the City fails to maintain and use the property for public park, playground and said memorial purposes or attempt to make other use of said property the title shall revert to and become the property of the grantors and/or their heirs.

The City of Roseburg Comprehensive Parks Master Plan, adopted in April 2008, specifically identifies the following projects at Brown Park:

- Upgrade the playground with equipment for multiple age groups.
- Monitor the adjacent parcel and purchase if possible.
- Provide internal pathways, site amenities and equipment that are universally accessible, regardless of ability.

The Master Plan also notes that if the park were to be expanded, special attention should be paid to improving access to the site and reorienting the play area away from Harvard Avenue.

In recent years, City staff have communicated with the adjacent land owner regarding acquisition of the property to allow for the expansion of Brown Park. The owner stated the intent was to sell the parcel to the City for the sole purpose of expanding Brown Park.

Recently the property owner contacted the City stating she was ready to move forward with the sale of the 0.55 acre property, addressed as 710 W. Francis.

On August 16, 2023 City staff met with a local couple who wanted to discuss making a financial donation benefiting City parks, stating their wish is to create a safe and accessible space, benefiting all kids and the community. Options were brainstormed. On September 26, 2023, City Staff, again, met with the local couple who stated that they would like to make a donation that would enable the City to move forward with the Brown Park expansion and development project which was an option discussed in the prior meeting.

One concern is ensuring that the park project gets completed within a reasonable time frame, regardless of whether the City is able to obtain grant funding. As such, staff is recommending drafting a donation agreement outlining the City's commitment to completing the park expansion project in recognition of the donation enabling the City to purchase the property.

### **FINANCIAL/RESOURCE ISSUES**

The purchase price of the property located at 710 W. Francis Street is \$150,000 which will be funded by the donation. The Douglas County Assessor's website lists the real market value of the property at \$167,706. An appraisal will be done on the property after the sale. The appraised value of the land will qualify as match funds for grant funding. The Local Government Grant program requires a 40 percent match. Staff has requested preliminary design and cost estimates for play equipment and related amenities, but does not have a solid cost estimate at this time. A preliminary estimate range from \$300,000 to \$650,000. Any additional matching funds beyond the appraised value of the property would come from the Park Improvement Fund.

### **TIMING ISSUES**

The Local Government Grant Program opens its yearly grant cycle on January 1, 2024. The application deadline is April 1, 2024 for the large (>\$75,000) grant category. In order to be utilized as match for the grant project, the purchase of the property would need to close and the City would need to obtain an appraisal and review appraisal prior to submitting a grant application.

### **COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council authorize the City Manager to negotiate and execute a donation agreement to accept \$150,000 towards the purchase of property to expand Brown Park and;  
Recommend the City Council authorize the City Manager to execute documents to purchase the property located at 710 W. Francis Street for expansion of Brown Park; or
2. Request additional information; or
3. Not recommend the City Council authorize the City Manager to execute a donation agreement and purchase agreement to purchase the property located at 710 W. Francis Street for expansion of Brown Park.

### **STAFF RECOMMENDATION**

Staff recommends the Commission forward a recommendation to City Council to:

1. Authorize the City Manager to negotiate and execute a donation agreement accepting \$150,000 for the Brown Park expansion project with stipulations that the expansion project will get completed; and
2. Authorize the City Manager to proceed with the purchase of 710 W. Francis Street to allow for the expansion of Brown Park.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A DONATION AGREEMENT TO ACCEPT \$150,000 TOWARDS THE EXPANSION OF BROWN PARK AND AUTHORIZE THE CITY MANAGER TO PROCEED WITH THE PURCHASE OF 710 W. FRANCIS STREET FOR THE EXPANSION OF BROWN PARK."***

**ATTACHMENTS**

Boundary Map

HARVARD AVE



Brown Park



100'

PILGER ST

240'

R14121

240'

FRANCIS ST



100.43'



**CITY OF ROSEBURG  
MEMORANDUM**



**DATE:** October 4, 2023  
**TO:** Parks & Recreation Commission  
**FROM:** Dawn Easley, Public Works Director  
**SUBJECT:** **Parks Rules & Regulations Update**

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**ISSUE STATEMENT AND SUMMARY**

Staff recognized the need to update the Parks Rules and Regulations to remove language prohibiting the distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.

**BACKGROUND/ANALYSIS**

The Park Rules and Regulations restricts the distribution of any written or printed material in the park. The U.S. Constitution protects citizens' freedom of speech and assembly. The distribution of printed or written materials is included in that protection. Staff seeks to remove this prohibition in the Park Rules and Regulations and add a designated assembly area for the purpose of soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written or printed materials inside a park.

The proposed changes include the following;

- Adding 1.5 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials inside a park in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- Adding 1.6 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that does not unreasonably interfere with or impede access to the park or an event in the park may occur in the designated assembly area of the park.
- Adding 1.7 Stewart Park's designated assembly area is located at the furthest northwest corner between the two large trees. Fir Grove Park's designated assembly area is in the northeast corner near the entrance to the Stewart Parkway Bridge and parking area. The Sunshine Park assembly area is located above the outfield of field two near entrance of the park at the first light pole. The assembly areas of any other park can be requested from the Parks and Recreation Department.
- Under 1.5 The following activities are prohibited in public parks unless specifically authorized by the Public Works Director.
  - Removing 1.5.1 The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.



**TIMING ISSUES**

None.

**COMMISSION OPTIONS**

The Commission has the following options:

1. Recommend the City Council adopt the attached resolution repealing and replacing the City of Roseburg Parks Rules and Regulations; or
2. Request additional information; or
3. Not recommend the City Council adopt the attached resolution repealing and replacing the City of Roseburg Parks Rules and Regulations.

**STAFF RECOMMENDATION**

Staff recommends the Commission approve the attached revised City of Roseburg Parks Rules and Regulations and forward a recommendation to Council for adoption by resolution.

**SUGGESTED MOTION**

*I move to recommend the City Council approve the revised Parks Rules and Regulations and adopt a resolution repealing and replacing the City of Roseburg Parks Rules and Regulations.*

**ATTACHMENTS**

1. Revised City of Roseburg Parks Rules and Regulations
2. Resolution No. 2023-??
3. Map of Assembly Areas

## CITY OF ROSEBURG PARKS RULES AND REGULATIONS

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on May 22, 2023, via Resolution No. 2023-14, shall be observed within the public parks of the City of Roseburg, Oregon effective July 1, 2023. As used herein, the words "public park" shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public. As used herein, the definition of "vehicle" shall be from Oregon Revised Statute 801.590.

**1. GENERAL RULES OF CONDUCT IN CITY PARKS.** The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

- 1.1 No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
- 1.2 No overnight camping will be permitted in any park or part thereof without prior approval by the Public Works Director unless allowed by Roseburg Municipal Code (RMC) 7.02.100.
- 1.3 No person will be permitted to park overnight in a park parking lot unless an exception is allowed by RMC 7.02.100.
- 1.4 No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director.
- 1.5 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials inside a park in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- 1.6 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that does not unreasonably interfere with or impede access to the park or an event in the park may occur in the designated assembly area of the park.
- ~~1.4~~ Stewart Parks designated assembly area is located at the furthest northwest corner between the two large trees. Fir Grove Parks designated assembly area is in the northeast corner near the entrance to the Stewart Parkway Bridge and parking area. Sunshine Park assembly area is located above the outfield of field two near entrance of the park at the first light pole. The

assembly areas of any other park can be requested from the Parks and Recreation Department.

**1.51.7** The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:

~~1.5.1 The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.~~

**1.5.21.7.1** The solicitation of, or engagement in, the sale of any merchandise or service, the operation of any concessions or catering, within any public park without a permit from the Public Works Director.

**1.61.8** Smoking or other use of tobacco products is prohibited on all public park property. "Smoking" as used herein shall include: electronic smoking devices, tobacco, marijuana, cigarettes, cigarillos, cigars, pipes, chew, snuff, smokeless tobacco and any burning or smoldering substance in any form. City-owned Stewart Park Golf Course is excluded.

**1.71.9** No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by the Public Works Director.

**1.81.10** No person shall be permitted within a public park between dusk and dawn with the following exceptions:

**1.8.11.10.1** As permitted for special occasion upon application and approval by the Public Works Director.

**1.8.21.10.2** Organized events that the City has approved such as Music on the Half Shell, Movies in the Park, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.

**1.8.31.10.3** Events sponsored by Umpqua Valley Arts Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.

**1.8.41.10.4** As allowed by RMC 7.02.100.

**1.91.11** No person shall swim, wade, bathe or operate a watercraft of any kind in any area of a public park except in those areas so designated.

**1.101.12** No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that violates RMC 7.02.140 Noise Disturbances; this does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.

**1.111.13** Car washes and garage/yard sales are prohibited on public park property.

**1.121.14** No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.

**1.131.15** Except for First Responders, park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction, maintenance and safety of City parks and utilities therein, no vehicles shall be operated, stopped, parked or left standing in a public park, other than on public roads, and parking lots specifically designated and designed for vehicle use. Any vehicle(s) in unauthorized areas, such as inside a park system, riparian zones, mitigated wetlands, multiuse paths, trails, and any other areas that are designated parking lots and public roads, may be immediately impounded by the Police Chief or their designee. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are authorized within a park. Electric assist bicycles are considered bicycles and are permitted on multi-use pathways in City parks if the motor that does not exceed 750 watts and has functional pedals.

**1.141.16** No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property. The speed limit on all multi-use paths is 15 miles per hour.

**1.151.17** Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.

**1.161.18** The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.

**1.171.19** Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

**1.181.20** No vehicle shall remain in a parks parking lot for more than 12 hours within any 24-hour period.

**2. RULES SPECIFIC TO SPECIAL EVENTS (NOT SPONSORED BY THE CITY)**  
In addition to the General Park Rules & Regulations, Persons issued a Parks & Recreation Special Event Permit are responsible for seeing that the following rules and/or regulations are followed, met and adhered to:

- 2.1** A special event is defined as gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and
- Are advertised to the public and do not occur regularly on the site, or
  - Impact or use city streets (including curb or parking lane) sidewalks, and public right-of-way, or
  - Use of City facilities or property such as city buildings, parks, parking lots, etc.

Examples of special events include: concerts, festivals, parades, markets, carnivals, street fairs, runs/walks, bike races, church services, volunteer work group events, etc.

- 2.2** All special events in parks require a permit. Permit applications must be submitted to the Public Works Department at least two weeks prior to the date of the event. Payment of all fees/deposits is due at the time of application.
- 2.3** Permittee must submit a list of all vendors (those taking part in the solicitation of, or engagement in, the sale of any merchandise or service, or in the operation of any concessions) to be approved by the Public Works Director. All vendors who wish to sell food or products in conjunction with a special event must also enter into a separate agreement with the City per Section 1.3.2.
- 2.4** Mobile vendors/food trucks to be utilized in conjunction with special events shall comply with all rules specific to those businesses as outlined in Section 5.
- 2.5** At least one week prior to the event, Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 2.6** The sales, dispensing and/or consumption of alcoholic beverages during special events is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission **and** approved by the

City Manager. The license shall be presented to the City *thirty* days prior to the event to allow sufficient processing time.

- 2.7 Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event by event basis. A final accounting for these services will be done by the City within 10 days following the event, at which time the Permittee will be reimbursed for any over payment or billed for costs in excess of the amount deposited.
- 2.8 Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event by event basis. Vehicles parked in/around the Legion Field area must keep out of the fire lanes and not be double parked.
- 2.9 For crowds over 1,000 Permittee must:
  - Provide additional trash containers at a general rate of one (1) trash can per every 50 people (over 1,000).
  - Utilize recycling stations.
  - Provide an adequate number of portable toilets to meet crowd demands.
- 2.10 The decibel level of any sound produced as part of or as a result of the event shall be limited to 95 decibels.
- 2.11 Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.
- 2.12 Due to limited availability of parking space, if Permittee anticipates an extra-large crowd, Permittee is encouraged to provide shuttle bus service to the park.
- 2.13 All events must conclude no later than 9:30 PM unless approved by the Public Works Director.

**3. RULES SPECIFIC TO CITY SKATEBOARD PARK FACILITY.** In addition to the Park Rules & Regulations, the following rules apply to the City Skateboard Park:

- 3.1 No motorized vehicles shall be operated in the skateboard park.
- 3.2 No pets shall be allowed in the skateboard park.
- 3.3 Bicycles are allowed from dawn until noon on Sunday, Tuesday, and

Thursday only. This time is for bicycles exclusively. Skateboards shall not be used in the park during the bicycle time.

**4. RULES SPECIFIC TO INFLATABLE STRUCTURES IN CITY PARKS.**

- 4.1** Persons planning to have an inflatable must first obtain a Park Permit for the use of the park.
- 4.2** Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 4.3** Inflatables must be freestanding and weighted. Stakes are prohibited.
- 4.4** Inflatables may not be tied to trees, tables or other park amenities.
- 4.5** Inflatables must be under adult supervision at all times.
- 4.6** Between June 1<sup>st</sup> and August 31<sup>st</sup>, inflatables are limited to a maximum of 2 hours. For the remainder of the year, inflatables are limited to a maximum of 4 hours.

**5. RULES SPECIFIC TO MOBILE VENDORS/FOOD TRUCKS IN CITY PARKS**

- 5.1** Mobile vendors/Food trucks may be allowed in conjunction with permitted special events only. Mobile Vendors/Food Trucks must be approved by the Public Works Director. If denied, a written appeal must be filed within five (5) days after the date of the notice of the action. The written appeal filed with the City Manager must state the basis for the appeal. The decision of the City Manager shall be final.
- 5.2** Mobile vendors/food trucks must have a valid City Business Registration/License.
- 5.3** Mobile vendors/food trucks must comply with the General Liability Insurance requirements as outlined in Section 6.
- 5.4** Vendor shall park in designated area only. Obstructing or parking in a public travel lane, fire lane, bike lane, or blocking access to any driveway access, walkway, fire hydrants, parking facilities, or loading zone is prohibited.
- 5.5** Drive-up windows are prohibited.

- 5.6 All tables, chairs, trash bins, wash stations, etc. shall be removed from the site when the vendor vacates the site.
- 5.7 The vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.
- 5.8 No vendor permitted under this section shall sell, consume, or distribute alcoholic beverages.

**6. INSURANCE REQUIREMENTS** General Liability Insurance. Permittee shall maintain a broad form general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with aggregate of \$4,000,000, for bodily injury, personal injury, or property damage with an insurance carrier licensed to do business in the State of Oregon. Such policy shall contain a contractual liability endorsement to cover indemnification obligations under any agreement or permit subject to this rule and shall entitle the City to not less than thirty (30) days written notice of any material change, non-renewal, or cancellation.

The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly provide that the interest of the City shall not be affected by the Permittee's breach of policy provision. Such policy must be maintained in full force and effect for the duration of this permit. Failure to do so shall be cause for immediate termination of this permit by the City. Claims made policies will not be accepted. Evidence of this coverage may be requested by the City, however, not requesting the proof does not eliminate the requirement that the coverage be in force.

**7. PENALTY FOR VIOLATION** A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.



**RESOLUTION NO. 2023-??**

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2023-14 REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS.**

**WHEREAS**, general rules and regulations for the City of Roseburg's parks system were approved by the Roseburg City Council through the adoption of Resolution 2023-14 on May 22, 2023; and

**WHEREAS**, the current park rules and regulations prohibit the distribution of printed or written materials and do not designate an assembly area; and

**WHEREAS**, the City of Roseburg Parks & Recreation Commission determined that the Park Rules and Regulations should be updated to remove the prohibition of the distribution of printed or written material and create a designated assembly area; and

**WHEREAS**, these changes are intended to address areas of Park Rules and Regulations that restrict distribution of printed and written documents in the park; and

**WHEREAS**, it has been determined to be most advantageous to have all rules and regulations relating to the general use of all City parks incorporated into one document.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:**

**Section 1.** Resolution No. 2023-14 as adopted on May 22, 2023, is hereby repealed.

**Section 2.** The City of Roseburg Parks Rules and Regulations, attached hereto as Exhibit "A," are hereby adopted and enforceable under Roseburg Municipal Code Chapter 1.06.

**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 23<sup>rd</sup> DAY OF OCTOBER, 2023.**

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**Patty Hitt, City Recorder**

### Stewart Park Assembly Area



### Fir Grove Assembly Area



**Sunshine Park Assembly Area**

