

TO: Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: August 30, 2023

AGENDA ITEM TOPIC: Parks & Rec – Policy & Procedure Update – Park/Trail Use Application – Sign Policy/Procedure
Number of Supporting Documents: 2

Requested Action

To approve proposed changes to the Parkland Use Permit Sign Policy effective immediately and to direct the Township Coordinator to include them in the upcoming revision of the Park & Recreation Policies and Procedures.

Background

In October of 2021, a policy was put into place to allow more flexibility for the users of the parklands to place signage for directional and public safety purposes, as well to provide the public a way of preparing for upcoming events in our Parks. In working with this policy for the past couple of years, I noted some deficiencies in the language that made the process cumbersome. After speaking with Zoning and the Supervisor, I have come up with a compromise that I believe will help the application process.

Ultimately, the only **allowed** signs will be those events which are approved through our application process, and take place on Township parklands/facilities. Ideally, these signs will be presented at the time of application, however, can be approved administratively, for an **approved** event, by staff.

I have also made recommendations for changes to Section 36 of the Ordinance, which clarifies the Class Level for the civil infraction and updates the reference to the area of the code it affects. It also includes references to the Park/Trail Use Application Process for parkland properties. The draft were sent to the Zoning Department and Supervisor for their action on 8/11/23.