

# 2018

City of Stow  
Parks & Recreation  
Department

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Director

## **GUIDELINES**

### **[ CITY OF STOW PARK DONATION & MEMORIAL GUIDELINES ]**

Policies and procedures for accepting donations made for the benefit of the City's parks system.

# CITY OF STOW

## PARK DONATION & MEMORIAL GUIDELINES

### PURPOSE

The City of Stow receives numerous inquiries from individuals and organizations about donations and memorials to the City's park system. The intent of the Donation & Memorial Program is to create a program that is flexible and responsive to the needs of our community's donors and to establish policies and procedures for accepting donations made for the benefit of the City's parks system.

### DEFINITIONS

**"Administrator"** –Refers to the Parks and Recreation Department or designee.

**"Donation"** – Gift of funds, plant materials, and physical objects, structures or real property.

**"Park"** –Any park, natural area, and/or open space owned by the City of Stow and managed for recreational use and/or resource protection.

**"Pathway"** --Any on- or off-road pathway, sidewalk, or trail located in property zoned as Park and Natural Areas.

### POLICY

- A. The City's Parks and Recreation Department shall be responsible for administering the Park Donation & Memorial Program, including establishing a review process (see Procedures) for approving and installing donations. The Parks and Recreation Department may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.
- B. Donations may be accepted from public and private sources for the purposes of enhancing all City parks and park pathways, and will become the property of the City.
- C. All costs associated with the donation request should be covered by the donor. The City may, on a case-by-case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project. For projects of large value, a reasonable administrative fee will be negotiated.

#### General Criteria:

1. Donations must be compatible with and meet a specific park facility or amenity need identified and approved in the park master plan,
2. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need,
3. Age and anticipated general condition of the donation,
4. Anticipated maintenance requirements.

#### Specific Criteria:

- a) Cash Donations: Unspecified cash donations may be used to build, repair, or upgrade existing or new facilities at the City's discretion. In addition, donations may be forwarded to the Youth Scholarship fund to allow for participation in youth parks and recreation programs for those who meet the scholarship criteria. Specified cash donations shall be utilized for the program or project specified in accordance with the donation, upon the approval of the Parks and Recreation Director. If the program or project is deemed to be of a low priority or does not coincide with the vision set forth by the department, funds will be returned or diverted to an agreeable project upon the concurrence of the Director and the group or individual making the request.

- b) Structures and Site Furnishings: The City has established general aesthetic standards for furnishings in parks. Donations of structures or furnishings should maintain this aesthetic. Therefore, the Administrator will offer donors a list of pre-approved furnishings and associated costs from which they may choose. The list shall include the following items and may be added to as necessary: Picnic Tables, benches, drinking fountains, trail marker signs. Occasionally, a donor identifies a specific park for a donation, yet the park has no need for additional amenities. In this case, donors may choose to contribute funds towards an existing park amenity.
  - c) Other Furnishings: Other furnishings or structures outside of the pre-approved list such as fountains, plazas, and landscapes, will be reviewed on a case-by-case basis.
  - d) Plant Donations: Donation of plant material is allowed as long as the donation is purchased from a nursery. Acceptance of plant material by the City is based upon whether the plant material furthers the design theme established in the park and a need exists for additional plants determined by the City's Urban Forester. Plant material occasionally must be relocated or conditions may lead to the demise of some plants. Therefore, donations will only be accepted if donors realize that plants may be relocated and that the City may not replace plant material that does not survive.
- D. Memorial & Donor Recognition – Individual memorial or donation plaques may be placed directly on donated items (i.e. benches, drinking fountains, etc.). Memorial or donation plaques will not be placed on landscape materials. Plaques shall be of a size determined by the City.
  - E. Damages – The City will make every effort to repair damaged donations and memorials. However, the City is not responsible for replacing items, including plaques due to excessive damage or loss.
  - F. Naming of Parks – Should a request be made to name a park or park amenity contingent upon a monetary donation, the following minimum requirements must be met:
    - 1. The proposed name must be approved by the administration, by the Parks and Recreation Advisory Board and then forwarded to City Council for final approval.

## **PROCEDURE FOR PARK AND PLAZA NAMING**

Considerations for naming a park or plaza include one or more of the following:

1. Historic names relevant to the park or plaza;
2. Geographic names descriptive of the location or significant natural features (including flora, fauna, and geography in or near the park or plaza);
3. Cultural names relevant to the park or plaza;
4. Person(s) or organizations who made significant contributions to the park or plaza being names;
5. Person(s) or organizations who made a significant contribution to the community over an extended period of time, and/or;
6. Person(s) or organizations donating land to be used for park or plaza purpose(s).

Considerations for park or plaza name changes must be made through the completion of a Park and Plaza Naming/Renaming Application (to be developed) to the Parks and Recreation Advisory Board (through the Director of Parks and Recreation).

All proposed names for Parks and Recreation Department owned and managed parks and plazas must be considered and approved by a majority of the members of the Parks and Recreation Advisory Board (PRAB) at a regular business meeting.