



CITY OF CORONADO
Public Services & Engineering
Department
101 B Avenue
Coronado, CA 92118
(619) 522-7380/ Fax: (619) 435-4479

Donated Bench Policy

In order to provide excellent public facilities and in response to interest from family members and friends seeking to install donated benches in the City of Coronado's ("City") many scenic locations, the City has developed a Donated Bench Policy (the "Policy"). This Policy has also been established to ensure that appropriate oversight is provided in preserving our City aesthetics and all bench donations shall fully respect the Master Plan, and the priorities, purpose, and integrity of the City. Bench donations shall contribute to the community experience and preserve the visual character of the community.

BENCH DONATIONS

The City, through the Public Services & Engineering and Recreation & Golf Services Departments, will accept donations for benches to recognize or memorialize individuals, groups or significant historical individuals or events provided that such individuals or events were related to the local community, and provided that all of provisions of the Donated Bench Policy are met. The City has the authority to approve or deny any bench donation based on the appropriateness of the donation to the City, the relationship between the City and person, group or event to be honored or memorialized, or for any other reason.

Bench donations commemorating commercial products, political parties, activist groups, or non-profit corporations involved in lobbying at any level of government, for-profit corporations, or memorials containing endorsements of products or services, or that otherwise may be construed to be advertising or commercial promotion, are prohibited.

Only one bench shall be dedicated to any single person, family, group, or historical person or event within the City of Coronado, unless there is a compelling reason for additional dedications as shall be determined by the City.

REQUESTS AND SELECTION PROCESS

All donated bench request applications must be submitted to the:

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Public Services & Engineering Department
101 B Avenue
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Bench donation requests will be processed in the order received. The Public Services & Engineering Department will review all bench donation requests. Upon receipt of a donated bench request application by the Public Services & Engineering Department, the request will be added to

either the “general” donated bench request waiting list or the “golf course” donated bench waiting list in the order in which it was received. Only donated bench requests that specify an area of the golf course as their “Preferred Bench Location” on their application will be added to the golf course donated bench waiting list. By default, all other requests will be added to the general donated bench request waiting list. A requestor and/or honoree can only be on one list. Both donated bench request waiting lists will be maintained by the Public Services & Engineering Department.

When the Public Services & Engineering Department initiates a donated bench installation, Public Services personnel will contact the next requestor on the appropriate waiting list, in chronological order, starting from the oldest request on the waiting list. Should that requestor choose to defer or cannot sufficiently meet the requirements of the donated bench installation, then the next request will be selected in chronological order.

When a requestor defers or is passed over due to not sufficiently meeting installation requirements, they will be contacted again upon the initiation of the next donated bench installation through the same process outlined above. Please contact the Public Services Office for questions related to this process.

MAXIMUM NUMBER OF BENCHES

As the preservation of existing park spaces and aesthetics of the community is important, the City has established one hundred and seventy-five (175) as the maximum number of benches eligible for the program. If additional locations are identified in the future, they will be made available for us in the program on a first-come, first-served basis.

LOCATIONS

Benches will be installed within the City in accordance with the City’s Master Plan or an approved list of suitable bench locations as developed by the City.

When a potential new donated bench site is identified by City staff, the Parks and Recreation Commission will review the site based on the following criteria:

1. The requested site does not interfere with the general use of the location.
2. The requested site does not obstruct any walkway or activity.
3. The requested location does not interfere with normal activities that take place at the location.
4. The requested bench must fit in with the aesthetics of the location.

Local residents (within 300 feet of the location) are notified when a bench placement is going to be on the Parks and Recreation Commission agenda.

Once approved, the location will be made available on a first-come, first-served basis and the appropriate donated bench waiting list as discussed above will be used.

INSTALLATION OF BENCHES

Given finite City resources, a desire to moderate the expansion and age diversity of the City's donated benches, and that the maximum capacity of donated benches currently allowed has been reached, the City will install donated benches based on need. There may be years or consecutive years that no donated benches are installed within the City. The City reserves the right to defer any donated bench request or installation to a later date.

REPLACEMENT/RENOVATION/RELOCATION/REMOVAL

The City will not be responsible for the replacement or renovation of damaged or stolen benches. At any time, a donated bench may be relocated or removed by the City of Coronado at its sole discretion. The City does not guarantee a specific location for the placement of a donated bench and the person donating the bench has no rights to, or ownership of, either the bench or the specific location the donated bench is placed at.

Additionally, the City may, without notice, replace any bench with alternative street furniture, such as a chair, or indefinitely remove any bench or furniture at its sole discretion as a result of aesthetic consideration and/or changing policy dynamics. In the case of replacement, the City would bear the cost of the replacement and make a reasonable effort to include a plaque or similar recognition marker. Any plaque or marker would be at the City's sole discretion with regard to style, size, wording, as well as the location of the plaque or marker on the furniture or item.

The City is not responsible for vandalism or Acts of God. The applicant will have first right to have the bench replaced, at their cost. This right expires after twenty (20) years of the original placement date of the bench. It is the responsibility of the applicant to keep the Public Services & Engineering Department advised of any address, email, or phone number changes.

BENCH SPECIFICATIONS

The City will provide the bench, which will be of a style appropriate to its site and which will meet the standards of the City for design, durability, and construction. City benches are purchased from the City's concrete bench vendor, by the City, after receiving the fees associated with the donated bench program. As required, benches will be bolted to an installed, steel-reinforced, concrete, pad at a minimum concrete thickness of four (4) inches. The concrete pad will extend one (1) foot beyond the outside edge of the bench. Below are the specifications of the two (2) benches that are currently installed in the City and the areas of the City they are installed. The models of benches, and vendor specifications, can be changed anytime at the sole discretion of the City.

For benches **NOT** located at City Hall:

Palm series #Q1-PS-84B
Concrete Color-C1-Natural
Texture-T2-LSB Light Sand Blast
Standard Gloss Sealer
Bronze Plaque Size- 12”L X 8” HT



For benches located at City Hall & Golf Course:

Hollywood series #Q2-HD-60B
Concrete Color-C1-Natural
Texture-T2-LSB Light Sand Blast
Standard Gloss Sealer
Bronze Plaque Size-12”L X 10”HT



PLAQUE INSCRIPTIONS

Inscriptions on the bench plaques shall be minimal (a maximum of 150 characters) and can only include up to two names per plaque. Inscriptions may not contain any pictures, religious, political or other information, or language/symbols that may be offensive to the general public.

**EXAMPLE: In memory of Jane Doe or
In memory of Jane Doe and John Doe**

**EXAMPLE: In loving memory of Jane Doe or
In loving memory of Jane Doe and John Doe**

Design specification such as font type and size will be at the discretion of the City.

COSTS AND FEES

The successful requestor is required to pay all costs associated with the purchase and installation of a donated bench and an administrative fee, upon approval of their donated bench request application. This includes costs for the site preparation, procurement of the bench and plaque, installation, and any other related costs. The costs of maintenance and the administrative effort will be determined by staff based on current costs. City personnel will provide the requestor with the current complete pricing for the full bench installation prior to coordinating the bench installation. These costs must

be paid in full before the City will finalize the purchase and installation of the bench. Should the requestor not provide these funds in a reasonable timeframe stipulated by City personnel, the City may elect to rescind the donated bench approval of the given requestor and restore their request to its prior position on the applicable donated bench waiting list. The City may also elect to remove their request entirely from the applicable donated bench waiting list and eliminate their request from future consideration.

The proceeds furnished by the donated bench requestor are considered to be a donation to the City, and in no way entitles the requestor to any full or partial ownership of the City donated bench or land thereof. Each donated bench is fully owned by the City of Coronado.

LONGEVITY OF BENCH

Park benches in outdoor settings have a reasonable life span of approximately twenty (20) years. The City will provide for normal maintenance and repair of the bench during its useful life. If bench removal is required, due to deterioration or severe vandalism, the City is not responsible for replacement of the bench. Additionally, the City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

The City also retains the right to remove any bench and potentially, although not required, replace that bench with any other item, such as a chair, at the discretion of the City Manager or City Manager's designee.

TERM OF DONATION

Donated benches shall be maintained for a period of twenty (20) years. Within sixty (60) days of the expiration of the twenty- (20) year term, the bench site may be offered to the public for donation or withdrawn from the donated bench inventory, if desired by the City.

Benches with expired dedication terms shall have the plaque replaced with a plain plaque until such time as another donor is found. The original plaque will be returned to the donor, or retained at the City for a period of one year after expiration. If not claimed by the donor after one year, an unclaimed plaque may be recycled.

All bench memorials donated prior to the original adoption of this Policy will be grandfathered in to the previous program and the twenty (20) year term will begin at the implementation of this Policy.