

**City of Bellingham
Policy**

Title: PARK DONATIONS AND MEMORIALS WITHIN THE PARK SYSTEM

Code: PAR 03.00.02

Chapter: Parks, Recreation And Cemetery

Level of Policy: Departmental

Date Issued: July 1, 1997

Date Revised: May 3, 2005

Revised by: Paul Leuthold, Parks and Recreation Director
Marvin Harris, Parks Operations Manager

Developed by: Byron Elmendorf, Parks and Recreation Director

Approved By:

Cancel:

See Also:

Purpose

To provide guidelines for the approving and accepting of donations for park facilities and the recognition and the memorialization within the City parks system.

Scope

City wide within the Parks and Recreation system.

Definitions

Standard Memorial Plaques: Bronze flat/flush markers either free standing or attached to an object in a park or facility. Marker size established by specified use, with a maximum number of text lines and restricted letter font size (point).

Free Standing Marker: Marker size is five (5) inches x five (5) inches with a limit of four lines of text and a maximum of 32 point and minimum of 20 point font sizes. Typical application is placement on a rock or concrete base and placed next to a plant or tree dedication.

Attached Marker: Marker size is two (2) inches wide x six (6) inches long with a limit of three lines of text and a minimum/maximum font size of 20 points. Typical application is for direct attachment to a park bench, table, or similar dedication.

Policy/Conditions

1. The City encourages donations of land, facilities, equipment, landscape material and money to support the Parks and Recreation services to the community.

2. All donations are to respond to a recognized need within the Park System and therefore support services identified by the City.
3. Recognition of the donations or materials may be given on behalf of or in memory of an individual(s) or an organization, the owners' expense and installed by the City.
4. The memorialization may not reflect a political or religious statement/position.
5. Donor plaques are based on Parks and Recreation Department Standard Memorial Plaques as determined by Free Standing or Attached Marker.
6. Variation to Standard Memorial Plaques allowed only upon approval of the Bellingham Arts Commission and the Parks and Recreation Advisory Board.
7. The term of the donation or memorialization will be for the life of the asset. As an example, if the person donates a park bench and the bench is destroyed or when it deteriorates, then the memorial may be removed.
8. The memorial regulations under this policy are not applicable within Bayview Cemetery.

Procedure

1. Anyone interested in making a donation to the park system, is to contact the Parks and Recreation Operations office.
2. All land/property donations will be forwarded to the Parks and Recreation Advisory Board for their recommendation and then submitted to City Council for approval.
3. All other donations will be handled administratively unless the value of the donation is greater than \$10,000, which case; the proposal is submitted to the Parks and Recreation Advisory Board for approval.
4. Parks and Recreation Department staff approves the donation, location and text for recognition plaque. If the donation needs to be relocated at a future date, the City will pay for the relocation expense.

5. Parks and Recreation Department staff will provide individual documentation as to the memorial/donation including funding, term and general requirements.
6. Associated expenses for the donation must be paid at the completion of the installation to the City based on invoiced cost of materials.
7. The staff will maintain a list of all donations/memorials by type, location, date and donor.