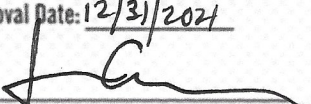




Director Approval - Original Approval Date: 12/31/2016
Update Approval Date: 12/31/2021
Signature: 

Date: 12/31/2016 Updated: 12/31/2021 Date To Be Reviewed: Five Years – 12/31/2026
Created: 03/04/08 Adopted 3/4/08 by Resolution 08-17; Reviewed 3/8/2011; 3/6/2014

Title of Document: 7.1.B LOPR_Parks Donation & Memorial Program Policy

PURPOSE

The City of Lake Oswego 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 & Recreation Department or designee.

“Donation” – Gift of funds, plant materials, and physical objects or structures.

“Park” – Any park, natural area, and open space 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 & Recreation Department shall be responsible for administering the Park Donation & Memorial Program, including establishing a review process for approving and installing donations. The Parks & Recreation Department may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.
- B. Donations will 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. Donations will be accepted for all parks and park pathways with the exception of those areas where human activity is discouraged to protect habitat and sensitive lands.



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- D. 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.
- E. Proposed donations may be incorporated into the landscape and facilities of parks and pathways according to the following criteria:
General Criteria:
1. Donations must be compatible with and meet a specific park facility or amenity need identified in the approved 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:

Cash Donations

Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the City's discretion.

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 that they may choose from. 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.



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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.

Artwork

Donations of art, or cash donations to purchase or commission art must be pre-approved by the City's Public Art Committee with the location approved by the Parks & Recreation Department.

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.

The City's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed.

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.

F. 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.

G. 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. The City will make every effort to contact the donor to inform them of the loss. The donor may replace the item and/or plaque at their own expense.

H. Naming of Parks – Refer to 7.1.A LOPR_Park Naming Policy (and Resolution 93-17)

Responsibility/Contacts: Director, Administrative Assistant