



Memorial Donation & Gift Program Policy Gladstone Public Works Department

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail system.

Background

Memorials and gifts have augmented the Gladstone Parks and Recreation Department properties and facilities. Historically, the department has accepted these donations without a formal written policy. Although the City Council has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property these policies do not apply to memorial donations within the City's Parks and Recreation system. Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual esthetics of the surrounding natural environment or place an undue burden on the City.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the Gladstone Public Works Department may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Public Works Department. Memorials cannot have a commercial appearance or corporate label.

Approval Criteria

All proposals will be evaluated by Public Works staff according to the following:

- Placement of enhancements in the Parks system must be compatible with the existing citywide Parks Master Plan.
- The final decision as to location will be determined by the Public Works Department.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Public Works Department.
- Memorial donations, which are large in scale, may be considered on a case-by-case basis, as they relate to park planning processes and the CIP process.
- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Public Works Department.

Procedures

The donor talks and/or meets with Public Works Department staff to share ideas then submits a completed Memorial Donation Agreement Form to the Public Works Department.

Department staff will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.

Memorial Donations that are part of a commemorative bench, table, or living tree only require approval for exact location (species for trees) of the desired memorial donation.

The City does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The City takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees.

Approval must be received before ordering and installation of the memorial may proceed. Once installed, the memorial becomes City property, and therefore, installation shall be to City standards.

Review and Update

This policy may be reviewed annually by Department staff and updated as indicated.

Gladstone Public Works
18595 Portland Avenue
Gladstone, Oregon 97027
503 656-7957



CITY OF GLADSTONE PUBLIC WORKS DEPARTMENT MEMORIAL DONATION AND GIFT AGREEMENT FORM

Donor Name: _____ Donor Organization, if applicable: _____

Address: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

Park for Donation: _____ Proposed Location: _____

Type of Memorial/Gift (Example: Bench, Plaque, Tree): _____ If Tree, desired species _____

Other item description _____

Plaque: Yes No

Inscription on plaque: Three lines with maximum 45 characters per line, including spacing and punctuation:

Memorial gifts to the City Gladstone are considered outright and unrestricted donations. The City of Gladstone does not guarantee permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.

_____ I have read and understand the donation policy.

Donor Signature

Date

Mail, fax, or email completed form to:

Gladstone Public Works Department
18595 Portland Avenue
Gladstone, Oregon 97027
Phone : 503 656-7957
Fax : 503 722-9078
E-mail : PWOffice@ci.gladstone.or.us

FOR OFFICE USE ONLY

Accepted By _____ Date: _____
Supervisor _____ Date: _____
Cost \$ _____ Paid \$ _____
Exact Location Verified _____ Inscription proof reviewed by Donor _____