

# City of Port Townsend

## Park, Recreation, and Open Space Memorial and Donation Program

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### Standards for Donations:

#### Acquisition/Purchase:

- City Staff will be responsible for the purchase and installation of all park elements

#### Appearance/Aesthetics:

- Park elements should reflect the character of the park or facility and will be in keeping with all applicable park master plans.
- All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

#### Maintenance:

- Donated park elements become City property.
- The City has the duty to maintain the donation only for the expected life cycle of the donation. Once the expected life cycle (25 years) expires the donation becomes property of the City.

#### Repair:

- Short and long-term repair costs must be reasonable.
- Repair parts and materials must be readily available.
- Donated elements must be of a high quality to ensure long life.

#### Cost:

- Donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of the element.
- A separate fee schedule is maintained in which the City staff will detail costs for donations, installation, and maintenance.
- Cost for plaque is in addition to cost for element
- At the time of purchase, the City will assess and charge a sufficient fee to cover anticipated on-going maintenance expenses for the expected life cycle.

#### Funds:

- Donations will be made to the City's Memorial Fund

#### Donation Process:

- Parks, Recreation and Community Services department will manage all donations for all parks

- Public Works will approve donations on City Property outside of park areas
- Donation must meet acceptance criteria
- City has a donation application form that must be filled out
- Depending on the type of donation, it may also be reviewed by the Arts Commission, Historic Preservation Committee, and/or the Non-Motorized Transportation Advisory Board

**Criteria:**

- A park plan should exist showing the available locations for the park element
- If a plan exists but the element is not on the plan, the City may accept the donation under the following conditions:
  - Meets true need of facility
  - Does not interfere with the intended current or future use of the facility
  - Does not require the relocation of other equipment or infrastructure to accommodate the donation
- The city has the right to deny the donation

**Example of standard donation elements:**

- Benches (with or without Plaques)
- Picnic Tables

**Other items that can be donated:**

- BBQ's
- Fountains
- Trees
- Monuments (no cemetery head-stones)
- Flags
- Interpretive Signs
- Public Art
- Buildings and Structures (Playgrounds)