



CITY OF DOUGLAS COMMEMORATIVE DONATION POLICY

Purpose

The purpose of this policy is to establish guidelines for decision making related to the acceptance, placement, and long-term maintenance of donations of trees, benches and picnic tables placed on city owned property. The City reserves the right to control what shall be accepted and under what circumstances it may be located on City property consistent with the terms of this policy. Donations of land and other enhancements are separate from this policy and will be determined acceptable by the City Manager and City Council.

Determination

A municipal determination to accept (or not) donated items or memorials on City property is a form of government speech, the City has control over final approval of any donation. Guidelines are needed for sustainable management of site-appropriate amenities because the City's property can accommodate only a limited number of permanent memorials or donations.

The following words shall be defined in the following manner:

- a. *Donated item* – Any plaque, bench, tree, artwork, statue, picnic table or other such item offered without permanent recognition or remembrance, excluding gifts of land.
- b. *Memorial* - Plaques, benches, trees, artwork, statues, picnic tables, offered in recognition or remembrance of a person, place or event, and excluding gifts of land.
- c. *Unrestricted* - Having no restrictions or obligations placed on the design, use or placement of a memorial or donation.

Donation Reviews

City donation reviews under this Policy will be guided by the following management philosophy:

- a. The City will strictly limit memorials or donations accepted in order to promote environmental resource management and sustainability.

- b. The City will maintain the integrity, natural, and architectural features of City property must be preserved, and neither memorials nor donations may detract from a user's experience.
- c. Design specifications will be solely determined by the City and compatible with existing management and operation plans.

Proposals for Donations

All proposals for donations or memorials will be evaluated by the City according to the following:

- a. Whether placement on City property is compatible with the existing City Master Plan, City Ordinances, policies and any applicable capital improvement plan requirements of the City.
- b. Whether placement on City property will be compatible with any existing operational plan, future plan and any associated design constraints of the City space involved.
- c. Only memorials which are directly associated with the City of the Village of Douglas community may be accepted.
- d. Whether placement on City property will detract from or overpower the aesthetic, scenic, historical, or architectural values of the existing environment.
- e. Where the item will be constructed of materials that meet the design and maintenance needs of the City as applied by the City.
- f. Donated items and memorials cannot have a commercial appearance, purpose, or identification.
- g. Donated items and memorials will be considered on a case-by-case basis.

Steps to Take When Donations are Made

Processing of requests will be initiated by the donor by submittal of a completed Donation Agreement Form to the City. Final decisions on the acceptance, placement, and installation of donated items or memorials will be made by the City Manager consistent with this policy.

The City Manager will review and determine the appropriateness of the proposal as measured by the approval criteria. If accepted by the City Manager, the proposal may be implemented or placed on a wait list.

Thereafter, when the City, in its sole discretion, determines to make improvements to public parks, rights of way or other City property, it will review the waiting list maintained by the City

Clerk to determine if a proposed donated item or memorial would be suitable for such improvements.

Where a planned improvement is found to be suitable for a proposed donated item or memorial, the City Manager will notify the donor either in writing, email, or other phone of notification. It is the responsibility of donor to notify the City of any changes to contact information.

Once installed the donation becomes property of the City and thus the City shall be responsible for installation and reasonable maintenance of the donation.

The City does not guarantee permanency of the memorial or donated item and reserves the right to restore, relocate, remove or relinquish donations that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.