

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings until such time as Benton County moves into a phase of the Safe Start reopening plan that authorizes public gatherings and the opening of public facilities. For this meeting, the Parks and Recreation Commission will meet remotely via Zoom. **There will be no public comments for this workshop.** The public may attend this meeting through telephonic access by calling the phone number provided. All members of the public must mute their electronic devices upon entering the meeting and remain silent during the meeting.



Agenda
Parks and Recreation Commission Workshop
Thursday, October 22, 2020
Public Telephone Access: (206) 337-9723
Meeting ID No. 993 7672 2528

Commission Members: Chair Gutierrez, Vice-Chair Doran and Commissioners Andrews, Mason, Buelt, Smith, Richards, Slougher and Henry

Liaisons: Council Liaison Kent
Staff Liaison: Parks and Public Facilities Director Schiessl

Regular Workshop - 6:00 p.m.

Call to Order/Attendance:

Discussion Items:

1. 2020 Parks and Recreation Commission Goals
2. Parks and Recreation Policy For Memorials, Gifts, Monuments, Statues, Works of Art, and Naming Procedure

Adjournment

Commissioner Comments:

**The next Parks and Recreation Commission Workshop is
TBD**

Richland Community Center is ADA accessible with special parking and access available at the entrance off Amon Park Drive. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the Parks and Recreation Commission Workshop by calling the City Clerk's Office at 942-7389.

Parks and Recreation Commission (P&RC) Goals Calendar Year 2020

The Parks and Recreation Commission (P&RC) identifies annual goals that further the development and enhancement of the City of Richland Parks and Recreation facilities. The goals are measurable with specific performance objectives that can be monitored and tracked throughout the year.

The following are the goals and objectives established by the P&RC.

P&RC Goal 1 – Work with staff in their effort to provide programs and recreational activities for Richland. (Strategic Leadership Plan Focus 3 & 5)

Objective 1 – Capitalize on Visit Tri-Cities recommendations to expand Hanford Legacy Park to meet the growing needs for multipurpose fields in the community through partnerships with sports groups and advocate field development to City Council.

Objective 2 – Offer input and support staff in revitalizing the Vita Parcours in Leslie Groves Park to fit current recreation demands.

Objective 3 – Work with staff to develop a Master Plan for South Orchard Park.

P&RC Goal 2 – Support staff in identifying and prioritizing unique natural habitat, ecologically sensitive areas, significant landforms, and appropriate native vegetation areas to protect as natural open spaces. (Strategic Leadership Plan Focus 4)

Objective 1 – Partner with Friends of Badger Mountain to establish the long-term vision and Master Plan for the Little Badger Mountain trail system.

Objective 2 – Support staff in coordinating with appropriate agencies to validate, establish, and recommend to Council a non-motorized zone in Leslie Groves Park between the shoreline and Nelson Island.

P&RC 3 – Promote user-friendliness and safety in Richland Parks and Recreation facilities by reviewing safety data and the use of facilities. (Strategic Leadership Plan 6)

Objective 1 – Obtain public input about how to best improve the safe atmosphere in Richland Parks, Trails, and Recreation Facilities. (May 2020)

Objective 2 – Coordinate with City agencies in establishing mitigating measures (e.g. speed, signage, and restrictions) for electronically assisted bikes and scooters on Richland Parks Trails.

CITY OF RICHLAND
PARKS & RECREATION POLICY
FOR MEMORIALS, GIFTS, MONUMENTS, STATUES,
WORKS OF ART, AND NAMING PROCEDURE

GENERAL OVERVIEW

This policy has been developed to provide a uniform and consistent method for accepting physical or monetary donations to the Richland Parks and Recreation System and to ensure that all donations are handled in a manner which is beneficial to the parks and recreation system of the City of Richland and acceptable to the person(s) and/or organization(s) offering the donation. This policy establishes procedure for accepting memorial donations of trees, plants, benches and other miscellaneous items and creates fund mechanism for acceptance and disbursement of monetary donations. The policy further addresses the criteria relating to naming of parks, greenways and facilities.

Placement of gifts and their accompanying identification/recognition plaques have an impact on the aesthetics and maintenance of park and recreation facilities which must be considered prior to acceptance of donations. Enhancement of the park and recreation system is the primary focus of this policy and it is intended that the procedures set forth will assist both potential donors and the City.

POLICY

1. **TREES**: The Maintenance and Stores Sub-Department will accept donations of trees not less than six feet nor greater than twenty feet in height. The Richland Parks and Recreation Commission must approve all tree donations. The placing of plaques or markers is not allowed on trees donated to the City. Markers flush to the ground may be placed near the dedicated tree. It is recommended that prior to the donation of trees the Parks and Facilities Resource Manager be contacted.

Trees donated to the City will be placed in an appropriate location that conforms to Park and Recreation policy, the Open Space Parks and Recreation Plan, and the particular master plan for the designated park. The donor may suggest a desirable park and location; however, the decision for location will rest with the Parks and Facilities Resource Manager in compliance with the master plan.

2. **PLANTS AND SHRUBS**: The Parks and Recreation Department will accept plants and shrubs as a donation only in groups of appropriate quantity to allow the planting that will be visible, distinguishable and an asset to the particular area. Plants must be donated in suitable pots along with potting soil and appropriate mulch to cover the planting area. Acceptable plants and shrubs would include perennials and shrubs with a minimum amount of maintenance. An appropriate plaque or marker may be placed within the planted area.

3. **MEMORIAL FUNDS, MONETARY GIFTS:** The City of Richland encourages the establishment of memorial funds for specific purposes in the Parks and Recreation Department through the "Friends of the Parks" program. Memorial funds will be handled in accordance with normal accounting procedures of the City and will be established in a trust fund account separate which would protect the integrity of the donations until such time as they were expended for the intended purpose. It will be the responsibility of the Parks and Recreation Commission to evaluate whether the purpose or acceptance of the memorial fund is in the best interest of the City and to forward a recommendation to City Council for final determination. Staff will review and make recommendations to the Commission.

Memorial funds could be established for the purpose of purchasing parks and recreation land, or its development, equipment, and supplies for recreation services. In all cases, an appropriate plaque or marker could be placed in a location approved by the Parks and Recreation Commission following the recommendation of the Director of Parks and Recreation.

A proper accounting system will be established for all donated funds and a routine letter of accounting summary would be sent to the initiator of the memorial fund showing the amount placed into the funds, date, and type of expenditure incurred and any residual amount remaining in the fund.

4. **PLAQUES AND MARKERS:** Any donor or organization wishing to place a plaque or marker within the park system or on City property must first submit the request to the Parks and Recreation Commission. After reviewing the plans of the donor and discussing possible locations, following the recommendation of the Director of Parks and Recreation, the Commission will forward to the City Council a recommendation of approval or disapproval.

Plaques and markers due to be placed on the ground or in benches may be approved if they are made of bronze, measuring three by six by one-half inches thick and raised letters on a plate background. Wording for memorials would be limited to the following: "In memory of (name of deceased and appropriate year)."

Memorial plaques would be required to be mounted in concrete below the grass line, or ground level in the case of a non-planted area. The plaques would be required to be mounted inside a six by twelve inch slab of concrete four inches deep with a steel rod two feet long extending into the ground to secure the monument.

Plaques mounted on buildings or structures would be required to be at a height of five feet, fastened securely to a wall or upright fixture and in a designated location approved by the Parks and Recreation Commission after review by the Parks and Facilities Resource Manager.

5. STATUES, MONUMENTS, PIECES OF ART: The placement of statues, art work, sculpture, fountains, or other larger monuments may be considered within the park system. However, the Parks and Recreation Commission recognizes that the parks are to be enjoyed by all, and that art appreciation is definitely a reflection of individual taste. In an effort to avoid any controversial forms of art, and excessive maintenance requirements, the parks shall remain as natural as possible.

If any donor or organization wishes to make such a contribution, the proposal must first be submitted to the Richland Arts Commission. The Commission shall utilize all applicable planning documents to review proposals including the Public Art Strategic Plan. Upon completion of its efforts, the Commission shall forward its recommendation to the Parks and Recreation Commission for consideration.

The Parks and Recreation Commission would seek the guidance of the Director of Parks and Recreation on maintenance needs and the overall compliance with current policy and Comprehensive Plan of the City. After reviewing all recommendations, the Commission will determine the aesthetics, maintenance needs, and whether such a donation would meet the general acceptance to the majority of the citizens of Richland. Upon review of the proposal, the Commission will forward its recommendation to the City Council.

6. NAMING OF GREENWAYS, PARKS, AND THEIR FACILITIES: The naming of parks or other facilities maintained by the City of Richland originates with the Parks and Recreation Commission. The Commission may originate the proposed name or may seek assistance through community input such as a naming contest in cooperation with the Richland School District students. After considering all proposed names, the Commission will forward its recommendation to the City Council for ultimate determination.

Three kinds of names seem appropriate for parks and recreation areas: commemorative, utilitarian, and named after donors of land or money used to acquire land or equipment for parks and recreation areas.

- A. Several names of a commemorative nature would be appropriate for a proposed park or recreation area. The name of *Hanford* in commemoration of the former townsite now abandoned since the government acquired it for construction of nuclear reactors, or a name commemorating an Indian tribe or historical event unique to this area would also be deemed appropriate. Other names of a commemorative nature may also be appropriate.
- B. Utilitarian names are especially appropriate for the smaller parks and recreation areas. The present practice of referring to these according to prominent streets is useful in orienting parks according to certain sectors of the City. This system should be maintained when practical. In specific instances, development area names, or names generally accepted and in use in the neighborhood prior to the official naming of the site, should be considered.

- C. Recognition of private citizens or groups may be given by adopting the names of the donors.
 - D. In limited situations there may be times when it seems appropriate to name parks or recreation areas after prominent citizens on the local, state, or national level; however, consideration to the first three categories should be rigorously considered before deciding upon a prominent citizen name.
7. **NAMING OF CITY FACILITIES IN HONOR OF LOCAL CITIZENS:** The following procedures will be followed regarding the naming of City facilities in honor of local citizens:
- A. Upon receiving a request from an individual or organization, or upon its own initiative, the Parks and Recreation Commission will determine whether it is timely to consider naming a certain City facility in honor of a local citizen.
 - B. If the Commission determines such consideration is timely, it will advertise its intention to hold a public meeting to consider the request that a City facility be named in honor of a local citizen. This advertisement will also invite other individuals and organizations to propose names for the facility. These proposals may be submitted either prior to or during the public meeting held for this purpose.
 - C. After thoroughly evaluating all of the names which are submitted, the Parks and Recreation Commission will select the most appropriate name and forward it to the City Council for consideration. The final decision on the name of all City facilities will be made by the City Council. This decision will be made by resolution and a copy of the resolution will be tendered to the honored individual, or to his or her family.
 - D. The Parks and Recreation Commission will utilize the following guidelines when considering the name of a City facility in honor of a local citizen:
 - 1) Individuals who have made an outstanding contribution to the facility either by providing the initial idea for the project or by contributing time or material resources to the project.
 - 2) Individuals who have played an important role in the community, civic or youth work, business, recreation programs, or cultural development or athletic activities.
 - 3) Individuals whose name has some historical significance which will serve to enrich the background of the community.

REPLACEMENT DUE TO VANDALISM OR PREMATURE DEATH OF TREES, PLANTS, SHRUBS AND THE DAMAGE OR DESTRUCTION OF MEMORIAL GIFTS PLACED IN THE PARK SYSTEM

The Parks and Recreation Department will assume ongoing maintenance for donated trees, plants, shrubs, or flower beds. In the event of the damage and/or destruction of memorials such as park benches, monuments, works of art, trees, plants or shrubs, the Parks and Recreation Commission will be informed of the extent of the damage by the Director of Parks and Recreation. A staff recommendation will be included in the report as to cost of the replacement to the City, name of the donor and present address (if available), and a recommendation if the donated item should be replaced or if the area should be restored to its original state and the plaque returned to the donor. Upon reviewing the various options, the Parks and Recreation Commission will forward to City Council a recommendation for action. These options could include:

- 1) The City of Richland purchase the replacement of the donated gift, including a replacement plaque, if it was damaged or destroyed.
- 2) The donor be contacted, informed of the vandalism, and be invited to donate the necessary funds to pay for the replacement of the gift, including the replacing of the plaque, if it was damaged or destroyed. If the donor cannot be contacted, or does not wish to again donate the funds necessary to replace the damaged item, the Parks and Recreation Commission will forward to City Council a recommendation either to have the City replace the gift or remove it from the park system.
- 3) Remove the tree, shrub, flower bed, bench, work of art, or other donated item and restore the area to its original state. The plaque, if one had been donated, is to be returned to the donor with a letter of explanation prepared by the Parks and Recreation Commission.

COMPLIANCE AND MODIFICATION

It will be the responsibility of the Director of Parks and Recreation or his designee to insure appropriate compliance with this policy.

Modifications to this policy may be made by submission of a written proposal to the Parks and Recreation Department. Approval will be required by the Parks and Recreation Commission through a recommendation and then forwarded to City Council for ultimate approval.

HISTORY:

May 28, 1970 - Richland Park Board "Policy on Naming Parks & Recreation Areas" adopted
1976 - Council Bill #763-76 "Policy for Naming City Facilities" adopted
December 20, 1979 - Richland Parks and Recreation Commission reaffirmed city policy
October 19, 1987 - City Council Resolution #76-87 approving major revisions
December 19, 1988 - City Council Resolution #113-88 approving revisions to Section 5
May 15, 1995 - City Council Resolution #52-95 approving general revisions