



**PARKS COMMISSION
Heman Park Community Center
975 Pennsylvania**

**Tuesday, May 16, 2023
6:30 p.m.**

AGENDA

- A. MEETING CALLED TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF MINUTES**
 - 1) April 18, 2023
- E. CITIZEN PARTICIPATION**
- F. DEPARTMENT REPORT**
- G. COUNCIL LIAISON REPORT**
- H. COMMISSION MEMBERS PARK INSPECTIONS REPORT**
- I. UNFINISHED BUSINESS**
 - 1) Parks Centennial Update
 - 2) Monument, Memorials and Donation Policy
- J. NEW BUSINESS**
 - 1) Ruth Park Driving Range Update
- K. COMMISSION COMMENTS**
- L. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, APRIL 18, 2023**

Agenda Item A: Call Meeting to Order

Park Commission President, James Wilke called the meeting to order at 6:35 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President James Wilke, Commission Members Su Schmalz, Amy Gascon, Lisa Hummel, and Patrick Fox. Also, in attendance Acting Staff Liaison Lynda Euell-Taylor, Deputy Director of Recreation Services. Those not in attendance included Commission Member Carl Hoagland, Council Liaison Steve McMahon, and Director of Parks, Recreation and Forestry Darren Dunkle.

Agenda Item C: Approval of the Agenda

Commission Member Hummel motioned, and Commission Member Fox seconded to approve the agenda. The motion was approved.

Agenda Item D: Approval of the Minutes

Commission Member Hummel motioned, and Commission Member Fox seconded to approve the March 21, 2023 minutes with the following corrections; 1.) Date correction – minutes indicate April 18, 2023 instead of March 21, 2023; 2.) Commission Member Gascon is indicated as being in attendance but was not present and 3.) Agenda Item H/#2: Indicates an abandoned vehicle when it is portions of a vehicle. The motion was approved.

Agenda Item E: Citizen Comments

- 1) Mr. Chris Gaffney of 7459 Stratford Ave. representing the Alta Dena Subdivision stated the subdivision is requesting to be permission to be allowed to place sign in pedestrian right-of-way.
- 2.) Mr. Philip Eastin of 416 Alta Dena request permission to install historic sign in Pershing Avenue right-of-way.

Commission will request both of their sign requests and the City's monument signage policy be placed on May agenda.

Agenda Item F: Department Report – None

Agenda Item G: Council Report – None

Agenda Item H: Commission Members Park Inspection Report

- 1) Ruth Park Woods (Lisa Hummel) – Reported looks good; with the exception of the portion of the vehicle mentioned at the March meeting still remains.
- 2) Rabe Park (Lisa Hummel) – Reported looks good, with the exception of water fountain not working.
- 3) Lewis Park (Amy Gascon) – Reported tree limbs are down near steps; water fountains not working.
- 4) Dog Park (Patrick Fox) – Reported the park has water.
- 5) Millar Park (Lisa Hummel) – Reported on the erosion along the trail and that a piece of the concrete had broken off; both water fountains and hand dryer not operational, no soap available.

- 6) Ruth Park Golf Course (Su Schmalz) – Reported has water, new flower bed and tee on 9th hole; driving range opened on Monday; Marshals needed.
- 7) Athletic Fields (James Wilke) – Provided overview of department’s athletic fields.

Agenda Item I: Unfinished Business

- 1) UCity 100th Birthday – Commission President Wilke gave overview of first event held at Ruth Park Woods, Sunday, April 16th.

Agenda Item J: New Business

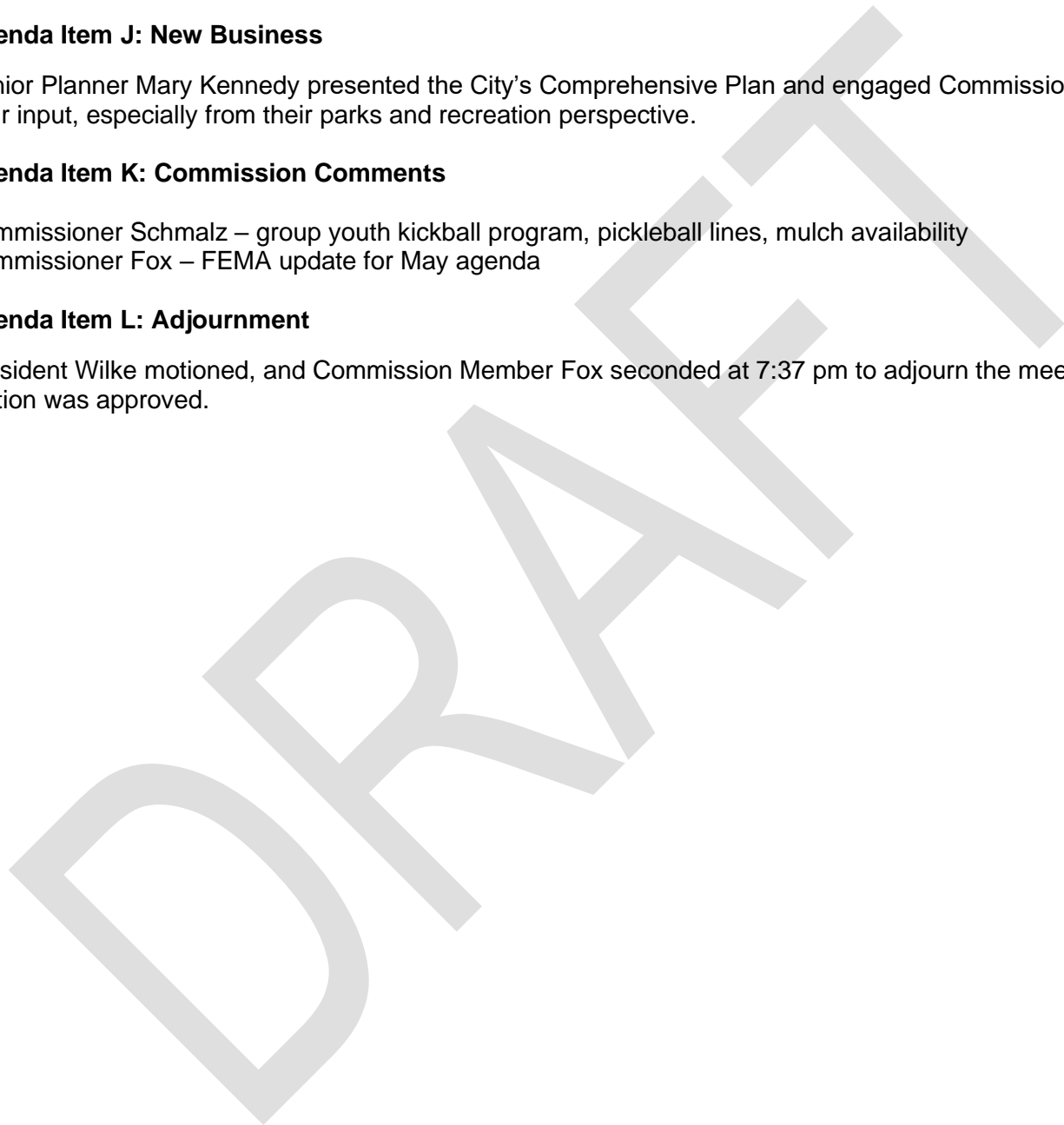
Senior Planner Mary Kennedy presented the City’s Comprehensive Plan and engaged Commissioner’s for their input, especially from their parks and recreation perspective.

Agenda Item K: Commission Comments

Commissioner Schmalz – group youth kickball program, pickleball lines, mulch availability
Commissioner Fox – FEMA update for May agenda

Agenda Item L: Adjournment

President Wilke motioned, and Commission Member Fox seconded at 7:37 pm to adjourn the meeting. The motion was approved.





MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: May 11, 2023

SUBJECT: Parks Monthly Report - April

ADMINISTRATION

1) Personnel

The department is currently looking to fill the following positions:

- a) Recreation Supervisor (Recreation) – As we move forward with expanding hours of Centennial Commons and Programming for the summer, we will make efforts to move forward in filling this position.
- b) Golf Course Attendants (Golf) - Currently accepting applications and interviewing candidates.
- c) Control Desk Associate (Recreation) – Currently accepting applications.
- d) Facility Attendant (Recreation) – Currently accepting applications.
- e) Seasonal Part-time Laborer (Golf/Parks) – Currently accepting applications.

2) FY23 Capital Improvement Projects

- a) Hazardous Tree Removal (Parks) – Completed.
- b) EAB Tree Replacement Program (Parks) – Under Contract.
- c) Annual Tree Trimming – Under Contract.
- d) Heman Park Pool Pump Replacement (Parks) - Under Contract. Anticipate completion by 5.19.23.
- e) Heman Park Ballfield Lighting (Parks) – Completed.
- f) Refuse Truck Replacement (Parks) – Under Contract. Anticipate delivery by 5.31.23.
- g) ¾ Ton Pickup Truck (Parks) – Removed
- h) Fairway Mower (Golf) – Purchased.
- i) Greens Mower Replacement (Golf) – Developing Specifications.
- j) UTV Replacement (Golf) – Developing Specifications.
- k) Flynn Park Tennis Courts Improvements – City Council approved bid on May 8, 2023. Currently working with the contractor on the scheduling of work.
- l) Out front Mower (Parks) – Removed
- m) Heman Pool Secondary Sanitation Unit (Parks) – Developing Specifications.

3) Flood –

- a) Continued to work on the development of scopes of work and bid specifications for flood related

facilities.

- b) Council approved the electrical work needed for Centennial Commons and the Heman Park Pool House. Work is anticipated to be completed by 5.19.23. This work was for the repair and replacement of wiring and panel within the buildings.
 - c) Council approved the pool lighting work needed for the Heman Park Pool on 5.8.23. This work is for the repair and replacement of wiring and lighting within the pool.
 - d) Council approved the fencing work needed for the Heman Park Pool on 5.8.23. This work is for the repair and replacement of fencing at the pool.
 - e) Council approved the fencing work needed for the Dog Park on 5.8.23. This work is for the repair and replacement of fencing at the dog park.
 - f) Working on opinion of probable costs and scopes of work for Jack Buck Field. This will be for the repair and restoration of the field from the flood.
 - g) Continued to work with FEMA on the scope of work etc. for the restoration of Parks. FEMA recently approved the scope of work and funding in the amount of \$193,796.51 for the restoration of work to be done at the Dog Park, Jack Buck Field, and baseball fields #1, 2, and 6, and \$20,924.58 for work on the memorial fountain and mona trail.
 - h) Continued to work with FEMA on the scope of work etc. for the restoration of Centennial Commons. On our last phone call, FEMA stated it could be approximately two more months until we could possibly be approved to move forward.
- 4) **Public Works** – Continued to work with the new employees on the transition into their roles and providing them with assistance on operations and engineering projects etc.
 - 5) **Heman Park Basketball Courts** – Met with representatives of the non-profit group on the possible reconstruction or construction of courts at Heman Park. Received a “Draft” of a proposed contract and the City is currently reviewing. We are still waiting to receive the proposed plan design etc.
 - 6) **Metcalf Park** – Continued to work with representatives of the Parkview Gardens Association regarding funding of improvements (pickleball courts, trail, site amenities, etc.).
 - 7) **Uniforms** - Council approved an extension to the current contract on 5.8.23. This is an extension to the existing contract for maintenance uniforms.
 - 8) **Pool Operations** – Council approved a Change Order to the current contract for the “Maximum Not To Exceed Limits” on Lifeguard salaries on 4.24.23.
 - 9) **ROW Mowing** - Council approved a contract for ROW contractual mowing on 4.24.23. This contract is for the mowing/trimming a various rights-of-ways and vacant lots throughout the city.
 - 10) **St. Louis County Easement – Rabe Park** - Council approved a contract for permanent easements on 4.24.23. The easements are a part of county roadway improvement project and will include ADA ramps.
 - 11) **Centennial Commons Temporary Fees** – Council approved temporary monthly membership fees on 3.27.23.
 - 12) **FY24 Budget** – Continued to work on the preparation of the FY24 Operating and C.I.P. Budgets.
 - 13) **Municipal Parks Grant** – Continued to work on the development of an RFQ for the Heman Park Pool Splashpad project. It is anticipated that the RFQ will go out by the end of May with approval in June and

construction beginning in September with completion of the project anticipated for spring of 2024.

- 14) **Comprehensive Plan** – Met with consultant to go over information for the City’s comprehensive plan.
- 15) **Monument, Donation Policy** – Continued to work on the development of a monument and donation policy. If supported by the Parks Commission, it would be forwarded to City Council for their consideration.

RECREATION OPERATIONS

- 1) **Centennial Commons** – Staff continued to work towards expanding the hours of Centennial Commons. It is anticipated that we will be able to expand to Sunday hours on or around 6.1.23.
- 2) **Heman Park Pool** – Staff continued to work towards the reopening of the Heman Park Pool.
- 3) **Summer Programs** – Staff is currently working on the development of summer program ideas and recommendations.
- 4) **Athletic Field Rentals** – Continued to work with various athletic organizations on the rental of fields.
- 5) **Pavilion Rentals** – Continued to work with various individuals on the rental of pavilions.
- 6) **RecTrac** – Continued to prepare for the upgrade of the RecTrac recreation software system. It is anticipated that the conversion will begin later this month and run into June.

PARK OPERATIONS

- 1) **FY23 Equipment & Improvement Projects**
 - a) **Kaufman Park – Parking Lot and Trail Sealing** – Under Contract. Working with contractor on the scheduling of work.
 - b) **Lewis Park Trail** – Under Contract. Working with contractor on the scheduling of work.
 - c) **Metcalfe Park Parking Lot and Trail Sealing** – Under Contract. Working with contractor on the scheduling of work.
 - d) **Mona Park Trail** – Under Contract. Working with contractor on the scheduling of work.
 - e) **Mooney Park Basketball Court** – Under Contract. Working with contractor on the scheduling of work.
 - f) **Eastgate Park Playground Painting and Surfacing** – Working on Scope of Work.
 - g) **Kingsland Park Playground Painting** – Working on Scope of Work.
 - h) **Millar Park Trail Erosion** - Working on Scope of Work.
- 2) **Software** – Staff continued to explore new software for maintenance activities, inventory, etc.
- 3) **Stump Grinding** – Continued to perform stump grinding within parks.
- 4) **Baseball Fields** – Continued work on the preparation of fields for spring play.
- 5) **Mowing/Trimming** – Began the annual mowing and trimming of parks, row’s, vacant lots, etc.
- 6) **Restrooms/Fountains/Spraygrounds** – De-winterized all restrooms and fountains throughout the park

system. It is anticipated that the spraygrounds at Ackert Park and Fogerty Park will be operational by Friday, May 19th.

- 7) **Soccer Goals** – Ordered replacement soccer goals.
- 8) **Training** – Some members of the staff attended the OSHA -10 Certification program.
- 9) **Special Events** – Provided staffing and materials for the LOOP 4.20 celebration and are currently working with the library on the Memorial Day Run.

FORESTRY OPERATIONS

- 1) **FY23 Equipment & Improvement Projects**
 - a) Misc. Tree Work - Completed.
 - b) Tree Planting - Planted replacement trees within the city ROW's.
- 2) **Forestry Management Plan** – With the completion of the Tree Inventory, staff is currently working on the development of a comprehensive management plan.
- 3) **Tree City USA** – City received the designation of Tree City USA again for 2022.
- 4) **CDBG Project** – Collaborated with the Engineering Division and Consultant on the removal of trees for the 2019 CDBG project.
- 5) **Mulch** – Went out to bid for the annual grinding of mulch. It is anticipated that the work will be completed by 5.12.23.

GOLF OPERATIONS

- 1) **Driving Range Repair** – Working on opinion of probable costs and scopes of work for Phase II.
- 2) **Retaining Wall** – Began the process of making repairs to the retaining wall.
- 3) **Wooded Areas** – Continued to perform the cleanup and clearing of areas on hole #1, 2, 3.
- 4) **Equipment** – Continued to perform yearly equipment maintenance.
- 5) **Mowing/Trimming** – Began the annual mowing and trimming of the course.
- 6) **Seeding/Fertilizing** – Began the seeding and fertilizing of the course.
- 7) **Club House Painting** – Working on the development of a scope of work for the painting of the club house.



AGENDA ITEM COVER

MEETING DATE: May 16, 2023

AGENDA ITEM TITLE: Memorial, Monuments and Donation Policy

AGENDA SECTION: Unfinished Business

BACKGROUND REVIEW:

Over the past several years the city has received inquiries regarding the possibility of making of donations for memorials, monuments within the parks system. At the March Commission meeting the Commission requested that staff add language, policies and procedures for the placement of monuments to the policy that was already being developed for the donation of site amenities and trees.

ACTION:

No action is necessary, however, there must be a motion and a second by a Commission member to make recommendations, and the motion must be approved by the majority of the Commission.

If a motion is approved to support a policy, the policy would then be reviewed by City Administration before being forwarded on to the City Council for consideration.

ATTACHEMENTS:

Memorial, Monuments, and Donations Policy



**University City
Parks, Recreation and Forestry**

PARK POLICIES AND PROCEDURES	
Monuments/Dedications/Donations	Number: 029
Approved By:	Effective Date:
	Page 1 of 3

I. PURPOSE

Cities play an important role in commemorating people, history and ideas central to a society’s sense of identity and value. Monuments, dedications and donations are tangible and easily recognizable forms of commemoration that enrich the City’s physical and social environment.

The City of university City is committed to a clear, objective, fair and robust process for responding to requests from the public to install a diverse range of monuments, dedications and donations on public property. This policy provides the framework for approving monuments, dedications and donations to be installed at City of University City parks and recreational facilities. The policy encourages commemoration while ensuring that fair and balanced decisions are made.

II. PROCEDURE

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of monuments/dedications/donations in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public’s experiences in park areas.

1. Individuals or organizations shall submit requests to the Deputy Director of Park Maintenance in written form for approval of tributes (including monuments/donations/donations). Tributes are donations or gifts to commemorate and/or pay tribute to Historic Events, People and Places. Tributes may support a park program or a specific park improvement.
2. The Deputy Director of Park Maintenance will review written requests for tributes to determine whether the request fits within the guidelines below.

3. The Deputy Director of Park Maintenance with the Director's approval are acceptable for tributes such as park amenities (trees, benches, picnic tables, bike racks, etc.) and most playground equipment. Tributes such as monuments will require City Council approval.
4. Tributes that exceed \$10,000 in value or impact the approved master plan for a park will be forwarded to the Park Commission for consideration with the City Council's approval.
5. A donor may be required to enter into an agreement regarding long-term maintenance and/or replacement of the tribute at the Director's recommendation and subject to the City Council's approval.

III. REVISION HISTORY

IV. REFERENCES

V. GUIDING PRINCIPLES FOR AMENITIES AND TREE DONATION PROGRAMS

Individuals may donate new or replacement amenities such as park benches, picnic tables or bike racks. They may also choose to donate trees. All donations shall contribute to the overall park experience and preserve the visual character of the park setting. A donor may request a specific park/property/location, but the Parks, Recreation and Forestry Department will decide the park and exact location within the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

1. Tributes shall be in accordance with general park policies and procedures, be consistent with applicable design standards, the historic character of the park or facility, and complement existing or proposed park masterplan elements.
2. A Tribute Inventory will be developed to identify opportunities for tributes in parks within the University City Parks System.
3. Recognition of the tribute is important and will be provided commensurate with the donation. The recognition of tributes shall be identified in a tribute registry for each park, or, for those parks with no tribute registry, at the discretion and recommendation of the Deputy Director of Park Maintenance. Plaques associated with a tribute will be considered for a bench, picnic table or bike rack (see guidelines below), but not on "green" donations (trees), or if a tribute exceeds \$10,000 in value.
4. Plaques may be added to a tribute in accordance with the guideline above as long as the plaque is not

a physical obstruction. The cost of the plaque is the responsibility of the donor.

5. Guidelines for plaques include:
 - a) Plaques may be attached to a park amenity such as a bench or the concrete base for a bench.
 - b) Wording on plaques or engraved into park amenities is limited to:
 - i. In Memory of ...
 - ii. In Honor of ...
 - iii. Dedicated to ...
 - iv. Donated by ...
 - v. Commemorating the Anniversary of ...
 - vi. In Recognition of ...
6. All costs, including major maintenance and/or replacement, associated with tributes, memorials and plaques shall be borne by the donor unless otherwise directed by the City Council. The Parks, Recreation and Forestry Department will not bear responsibility for major maintenance and repairs and/or replacement of vandalized, lost, or stolen tributes, memorials, or plaques.
7. University City Parks, Recreation and Forestry Department retains all right to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Parks, Recreation and Forestry Department will attempt to contact the donor to discuss alternative locations, however, the Parks, Recreation and Forestry Department will make the final determination.
8. Tributes that are accepted by the Parks, Recreation and Forestry Department will become the property of the City of University City and are subject to the laws, policies and procedures that govern the University City Parks, Recreation and Forestry Department.
9. All tree varieties, species, genomes, etc. will be at the discretion of the Forestry Supervisor based on the cities Acceptable Tree List. Trees and plants that appear on the Missouri Prohibited Invasive Species/Plants list will not be accepted for any location.
10. The University City Parks, Recreation and Forestry Department may decline proposed tributes which include special restrictions, conditions, or covenants, which pose unacceptable budgetary obligations on the University City Parks, Recreation and Forestry Department, or which, in the opinion of the University City Parks, Recreation and Forestry Department, may not be in the best interest of the park system and/or the citizens of University City. Any requests denied by the University City Parks, Recreation and Forestry Department may be appealed to the Parks Commission.

VI. GUIDING PRINCIPLES FOR MONUMENTS DONATION PROGRAM

Individuals, organizations, subdivisions, neighborhoods may donate monuments. All donations shall contribute to the overall park experience and preserve the visual character of the park setting. A donor may request a specific park/property/location, but the Parks, Recreation and Forestry Department will decide the park and exact location within the park. This may be based on an existing design plan for the

property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

The program is intended to help enhance parks and entryways and to provide a process for improving the aesthetics of parks by adding features like Monuments.

A Monument is defined as any freestanding structure or sign with significant architectural features that is a non-integral or non-required feature, and which communicates the name of a Historic Event, People, or Place. A Monument may include the officially adopted seal or slogan of the entity. Monuments may be placed in or near areas of park, or along a median of conventional streets.

Proposals for Monuments must be requested and submitted only by a local individual, nonprofit organization, subdivision/neighborhood entity, and they must provide a resolution passed by the Parks Commission and City Council in support of the proposed project during the application process.

A Monument must be a freestanding structure or sign that is not integral to a required park facility. Furthermore, a monument must be of a historic event, people or place.

- History plays an important role in the naming of monument. Historical context can inform a name by honoring the city, neighborhoods, subdivisions, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features. In considering such proposals, the relationship of the event, person, or place must be demonstrated through research and documentation.
- The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of University City. When considering the naming the monument in honor of a person, consideration will be given when: a) The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, the City, State of Missouri, or the United States; b) the person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community; c) the person risked his or her life to save or protect others;
- The City of University City sometimes benefit from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming. A significant donation made to the City that adds considerable value to the City may be recognized through naming (Land for the majority of the site was deeded to the city, Contribution of a significant portion of the capital construction costs associated with development of the park, and/or creation of or contribution to an endowment for the continued maintenance and/or programming of the parks.

Deputy Director of Parks Maintenance shall facilitate the review and submit the proposed Monument project for the Director of Parks, Recreation and Forestry for review.

1. The Applicant contacts the Deputy Director of Parks Maintenance and submits an application, along with conceptual plans.
2. The Deputy Director of Parks Maintenance facilitates a review of the conceptual plans with input from division supervisors as needed.
3. The Deputy Director of Parks Maintenance review and approve or deny conceptual plans based on relevant guidelines and input from other divisions as needed and advise the Director of Parks, Recreation and Forestry on the findings.
4. If the conceptual plans are approved, the Deputy Director of Parks Maintenance submits the official request to the Director of Parks, Recreation and Forestry to be presented to the Parks Commission for their review and comment.
5. If the general concept is approved and the project includes Monuments with freestanding features, the Deputy Director of Parks Maintenance makes recommendations to the applicant for the scope of final plans.
6. Final plans are submitted, and a final review is performed by the Deputy Director of Parks Maintenance and the Director of Parks, Recreation and Forestry.
7. Once final approvals are obtained a license agreement will be issued by the Director of Parks, Recreation and Forestry, and will retain file copies of all relevant documents, including the signed license agreement.
8. The project is built.

Applicants should contact the Deputy Director of Parks Maintenance to start the application and review process set forth under these guidelines for Projects for Monuments.

Initial Requirements (Conceptual Plans)

Initial plans should generally include the following information:

1. A site-specific proposal (drawing with vicinity map).
2. Dimensions and offsets (right-of-way lines, edge of pavement, center line, and clear recovery zone).
3. The location for placement of the proposed Monument (topography).
4. The proposed Monument.
5. A discussion of proposed materials, colors, and text.
6. Any proposed message to be communicated.

Final Requirements (Stamped Plans)

Monument proposals must be submitted by the applicant of the area where the project will be incorporated within the park facility.

For Monuments with freestanding features, the applicant shall provide the Department professionally prepared plans stamped by an engineer licensed to practice in Missouri. The City

may waive the requirement for stamped plans at their discretion, as well as dictate the overall scope of the plans when the freestanding feature is not of significant size or exceeds 3 feet in height, or where the size of the feature would not generally warrant reinforced concrete footings.

The following “Final Submittal Requirements” are presented here as general guidelines and may vary based on the scope and complexity of the proposed project at the discretion of Parks, Recreation and Forestry office.

Exhibits, plans, and details shall include, but are not limited to, the following:

1. A full description of the proposed Monument, including location, construction, and installation techniques; details necessary to convey construction methods; and proposed materials, including but not limited to paint and protective coatings.
2. Specifications for proposed materials, including material data sheets.
3. A scaled drawing or model, or both, if requested.
4. A construction schedule.
5. A cost estimate.
6. Traffic control plans and provisions, if required.
7. A maintenance plan and schedule.
8. Environmental documentation, if required by law.
9. The location for placement of the proposed Monument.
10. Elevations and details clearly illustrating and dimensioning the proposal. (The Monument must be aesthetically pleasing on all visible sides.)
11. A proposed access for maintenance purposes.
12. A proposed maintenance plan schedule.
13. A proposed color scheme.
14. Proposed lighting.
15. The proposed message to be communicated.

The applicant shall adhere to and maintain compliance with all Departmental Rules, Regulations, and any additional requirements the Department may apply to the project.

If at any time during the process, the Department recommends any changes or withholds concurrence on a project that has not yet received final approval, the proposal may be returned to the applicant for revision. Once the Department approves a Monument proposal, no changes shall be made to the Monument without prior written approval.

The approval of a Monument proposal shall be made with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), esthetics, community support, and maintainability, and it shall be in conformance with all laws and regulations. The Director of the Department shall retain authority to reject a project at his or her discretion if the project is found to be not in the public interest.

Guidelines for Design and Placement

Proposed Monuments shall:

1. Be freestanding.
2. Have a resolution passed by the City Council in support of the proposed project.
3. Be ground mounted.
4. Incorporate only a community name, person, logo, graphic, seal, or slogan that has been associated historically with the community. Slogans must have an endorsing resolution passed by the City Council. Dates of establishment are not considered slogans.
5. Include approved protective graffiti coatings, if required by the Department.
6. Be developed to require low or no maintenance to minimize exposure of workers and others to potential risks.
7. Be appropriate to its proposed setting and community context.
8. Be in proper size and scale with its surroundings.
9. Be composed of materials that are durable for the projected life span of the project.
10. Be located well beyond the clear recovery zone, placed so that there will be minimal likelihood of being struck by an errant vehicle, or placed in a protected location, and have the site-specific concurrence of the Parks, Recreation and Forestry office.
11. Be located where maintenance can be safely performed.
12. Conform to all relevant rules, regulations, and laws.
13. Be subject to the review and approval of the Department in consideration of design, size, and scale for appropriate integration in parks.

Proposed Monuments shall not:

1. Contain religious, political, special interest, private, or commercial messages of any sort, including but not limited to symbols, logos, business names, trade names, or jingles.
2. Contain any displays of any sort such as advertising, decorative banners, or non-governmental flags. (Official City, County, State, or U.S. Flags are permitted in limited numbers.)
3. Display telephone numbers, street addresses, or internet addresses.
4. Interfere with airspace above the roadway.
5. Include reflective or glaring surface finishes.
6. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted. All lighting features must be appropriately designed and approved by a licensed electrical engineer.
7. Display blinking or intermittent lights, changeable message signs, or any type of digital display.

8. Include any type of water features.
9. Include moving elements (kinetic art) or simulated movement.
10. Include images of flags.
11. Interfere with either official traffic control devices or with the operational right-of-way above a roadway.
12. Be placed upon trees or be painted or drawn upon rocks or other existing natural features.
13. Make use of simulated colors or combinations of colors usually reserved for official traffic control devices described in the *FHWA Manual on Uniform Traffic Control Devices*.
14. Restrict sight distance.
15. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots and removal of shrubs should be avoided and will be allowed only with the approval of the Director.
16. Negatively impact existing park features, including existing signs or irrigation systems.
17. Protrude or span over travel lanes or roadbed.

Maintenance and Removal

A License Agreement for the care and upkeep of the said Monument must be established between the Applicant and the Department.

Monument shall be kept clean, free of graffiti, and in good repair. The Applicant shall be required to provide for regularly scheduled maintenance, as described in the maintenance agreement, for its projected lifespan, including graffiti removal and restoration work to maintain the integrity of the approved project. Graffiti removal shall conform to current Department policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Maintenance practices shall protect air and water quality as required by law.

The Department may perform maintenance activities in the area of the Monument such as litter pickup and other maintenance that is normally associated with the park. The Department will not provide maintenance of the Monument itself. Any other maintenance activities anticipated by the Applicant that are over and above what the Department would normally provide will be documented by the Maintenance Agreement.

Removal

The Applicant shall remove Monument which, in the opinion of the Department, creates a safety or operational concern due to deterioration or inadequate maintenance. The Department will notify the Applicant when it has determined that the Monument needs special attention. In the event that the Applicant fails to maintain, repair, rehabilitate, or remove the Monument project in a timely manner, the Department may remove it after 60 days following the notification to the Applicant and may bill the Applicant for all costs of removal and restoration of the area.

The Department reserves the right to remove the Monument to perform construction, rehabilitation, or other necessary activities affecting the park facilities without any obligation,

compensation to, or approval of the Applicant. The Department will strive to notify the Applicant of its intent to remove the Monument or other community identification to allow for its timely removal and salvage by the Applicant (if possible).

The Department reserves the right to remove or alter any Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Applicant.

DRAFT