



## Plymouth Parks & Recreation Donations and Memorials

### **Purpose**

The City of Plymouth receives numerous inquiries from individuals and organizations about donations and memorials to the City's park system. The intent of this policy is to establish guidelines, standards and procedures for the installation and care of donated park elements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments, drinking fountains, flags, trees and other types of park elements, which become the property of the City. The City desires to encourage donations while at the same time manage aesthetic impacts, mitigate on-going maintenance cost and compatibility with existing Parks Master Plan and/or Capital Improvement Program (CIP).

### **Management Philosophy**

The protection of the natural environment is a high priority. To this end, Plymouth Parks & Recreation may limit donations or 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 Plymouth Parks & Recreation. Memorials cannot have a commercial appearance, corporate label or advertisement. (Zoning Ordinance 21155)

### **Approval Criteria**

All applications will be evaluated by Parks & Recreation staff according to the following:

1. The final decision as to location of enhancements will be determined by Plymouth Parks & Recreation staff.
2. Donations or memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
3. To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements.
4. Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Director or Deputy Director that must be a minimum of \$500.

### **Procedures**

1. The donor submits a completed Donation & Memorial Application Form to Plymouth Parks & Recreation.
2. Department staff will review the application and notify the donor within 10 business days.
3. The City does not guarantee permanency of the donation or memorial. If it must be relocated or removed, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Donation & Memorial Application Form. The City takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system.
4. The City shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the donation or memorial becomes City property.

### **Acknowledgement/Plaques**

An acknowledgement certificate commemorating the donation will be sent to the donor. Memorial plaques can be purchased by the donor if it is appropriate for the donation with the exception of trees. Plaques will be appropriately sized to the donated enhancement.

## Maintenance

The City has the duty to maintain the donation only for the expected life cycle of the donation, which is considered to be 10 years. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City will assess, at the time of purchase, a 10% maintenance fee based on the value of the donation or memorial to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. Or the City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the City has not been able to contact the original donor. The City also reserves the right to remove the donated item when it has exceeded its expected life cycle.

## Donation and Memorial Suggestions

Below is a depiction of possible donations. Please contact Plymouth Parks & Recreation for current park development donation possibilities.



### Park Bench

Approximately \$2,000-2,500 with maintenance guaranteed for 10 years.



### Bike Rack

Approximately \$500-600 with maintenance guaranteed for 10 years.



### Tree

Approximately \$500-600 with maintenance guaranteed for 10 years.



## Plymouth Parks & Recreation Donations & Memorials Application

**Plymouth Parks & Forestry**  
14900 23<sup>rd</sup> Avenue N  
Plymouth, MN 55447  
(763) 509-5940  
(763) 509-5955 Fax  
[www.plymouthmn.gov](http://www.plymouthmn.gov)

### Donor Contact Information

|                      |             |  |                 |
|----------------------|-------------|--|-----------------|
| <b>Name:</b>         |             |  |                 |
| <b>Organization:</b> |             |  |                 |
| <b>Address:</b>      |             |  | <b>Phone #:</b> |
| <b>City:</b>         | <b>Zip:</b> |  |                 |
| <b>Email:</b>        |             |  |                 |

### Donation

☐ Park Bench  
 ☐ Tree  
 ☐ Bike Rack  
 ☐ Monetary  
 ☐ Other \_\_\_\_\_

**Park Requested:** \_\_\_\_\_ **Location within park:** \_\_\_\_\_

### Plaque Inscription (if applicable):

Inscription: 3 lines with 45 characters per line maximum including spacing and punctuation

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*I have read and understand Plymouth Parks & Recreation's Donation and Memorial Policy. Donations and/or memorials to Plymouth Parks & Recreation are considered outright and unrestricted donations. Plymouth Parks & Recreation does not guarantee permanency of the accepted donation. If a memorial must be relocated or removed, Department staff will attempt to notify the donor in writing at the address shown on this form. Plymouth Parks & Recreation will maintain the donation for the 10 year expected life cycle. Donations may be tax deductible, please consult an accountant. The donor understands and agrees with the conditions set forth in this policy and agrees to pay City any donation funds and the 10% maintenance fee within one week of notification of approval.*

\_\_\_\_\_  
**Donor Signature**

\_\_\_\_\_  
**Date**

*Please submit this application to:*

**Plymouth Parks & Recreation**  
 3400 Plymouth Boulevard  
 Plymouth, MN 55447

**Plymouth Maintenance Facility**  
 14900 23<sup>rd</sup> Avenue N  
 Plymouth, MN 55447

### Office Use Only:

|   |  |  |  |
|---|--|--|--|
| <b>Approved:</b>                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No: _____ | <b>Director/Deputy Director Approval:</b>  |  |
| <b>Cost:</b>                            |  | <b>Payment:</b>  |  |
| Donation:                               | \$ _____   | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> AmEx <input type="checkbox"/> Discover <input type="checkbox"/> MC <input type="checkbox"/> Visa   |  |
| Installation:                           | \$ _____   | <b>Date Received:</b> ____ / ____ / 201____<br><br><b>Received:</b> <input type="checkbox"/> In-person <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email<br><br><b>Received By:</b> _____ (initials) |  |
| 10% Maintenance Fee:                    | \$ _____   |  |  |
| Plaque                                  | \$ _____   |  |  |
| <b>Total Cost of Donation:</b> \$ _____ |  |  |  |