

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: _____

Application No: _____

Organization: _____

Date Filed: _____

Address: _____

Phone: _____

E-mail: _____

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)
Location (include reasons for location choice)
Placement (who, how, when)
Term (length of time you would like the donated item to remain in place)
Maintenance (required maintenance and who will be expected to perform)
<div>Signature _____</div> <div style="margin-top: 10px; font-size: small;">Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.</div>

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: _____

Application No: _____

Organization: _____

Date Filed: _____

Arts & Cultural or Parks Commission			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Council - Concept			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Public Works			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Community Development			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: _____

Application No: _____

Organization: _____

Date Filed: _____

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Other agency: _____ name: _____			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Council - Final			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

City of St. Helens
RESOLUTION NO. 1547

A RESOLUTION TO APPROVE A POLICY AND APPLICATION
FOR THE ACCEPTANCE AND PLACEMENT OF DONATED ITEMS
ON CITY PROPERTY

WHEREAS, the City of St. Helens ("City") recognizes the desire on the part of citizens to place donated items on public property; and

WHEREAS, over the years, a number of such items have been placed in various public locations around the City, some with approval and some without approval; and

WHEREAS, a policy should be adopted so that donors of such items have a clear understanding of the terms under which the City will allow the placement of such items and to provide a policy and procedure for the donation of items which addresses the concerns of the citizens and the needs of the City.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. Consideration of Request. The City will consider, on a case-by-case basis, the request of any person or group of persons to place a donated item or items on public property, provided the approved procedure has been followed, and so long as the donated property meets or exceeds standards for construction and materials or species in the case of trees or shrubs.

Benches shall be made of wood and shall be contoured or flat styled pedestal outdoor benches, unless an alternative material is approved by the City Arts & Cultural Commission and/or Parks Commission. Alternative materials may be approved if the donor can show that circumstances exist that make it appropriate to use the alternative material. Benches must be purchased through a City approved manufacturer. A brass plaque in a size not to exceed 2½ x 6 inches in size may be affixed to the bench.

Trees planted in City facilities must be at least 2 inches in caliper, native to the area and fit within the existing landscape scheme of the park or the adopted tree plan for the park, as determined by the City Arts & Cultural Commission and/or Parks Commission.

Plaques may only be placed in conjunction with a bench or a tree, not as a stand alone feature. Plaques set in concrete, aggregate rock or a boulder must be made of bronze and be no larger than 8½ x 11 inches in size. Plaques affixed to benches may not exceed 2½ x 6 inches in size. No other plaques shall be allowed. Plaque design shall be approved by the City Arts & Cultural or Parks Commission.

Section 2. No Guaranteed Approval. Consideration of an application by the City does not guarantee approval. The City reserves the right to deny any application for placement of a donated item or items.

Section 3. Additional Agency Approval. City Council and staff will determine which additional agencies, if any, must review the application and grant written approval.

Section 4. Items Sole Property of the City. Items donated and placed on City property become the sole property of the City at the time of placement.

Section 5. Disposition of Donated Items. City Council shall determine the useful life span of a donated item and shall determine the disposition of the item if the item is damaged, destroyed or reaches the end of its life span.

Section 6. No Guarantee or Obligation. The City cannot guarantee the security of items donated, including works of art or memorials, and placed on public property. Placement on public property does not obligate the City to repair or replace the item.

Section 7. Removal of Items. City Council will have the authority to remove donated items temporarily or permanently at City Council's sole discretion.

Section 8. Alternate Election. If the City elects not to repair or replace damaged items permanently or to remove an item, the City will endeavor to contact the original donor(s), and, if contact is made, the donor will be given the opportunity to repair or remove the item. Repair of an item does not obligate Council to allow replacement or relocation of the item.

Section 9. Damaged Items. Damaged items which are not repaired, replaced, or recovered by donors within the time period specified by staff may be discarded at the discretion of the City Council.

Section 10. Procedure. The City Council hereby adopts the following procedure for considering the donation of items to be placed on public property:

- a. Completed application submittal on City approved form.
- b. Presentation to Arts & Cultural Commission and/or Parks Commission for concept approval.
- c. Presentation to Council for concept approval.
- d. City departmental approvals.
- e. Other agency approvals.
- f. Final Council approval.
- g. Coordination with Public Works and other outside agencies as necessary for placement.

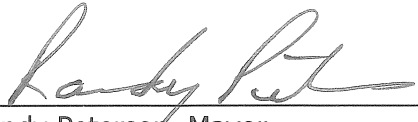
Section 11. Form of Application. The form of application referenced in Section 10(a) above shall be similar if not exactly as outlined in Exhibit A attached.

Passed and adopted by the City Council this **18th** day of **August, 2010**, by the following vote:

Ayes: Morten, Locke, Martyn, Barlow, Peterson

Nays: None

Approved by the Mayor: August 18, 2010



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder