



# ***Parks Gifts and Memorials Catalog***

**2017**



**City of Oak Harbor Parks Division  
865 SE Barrington Drive  
Oak Harbor, WA 98277  
(360) 279-4756**

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## **Mayor's Statement**

### **OUR COMMUNITY LIFESTYLE BENEFITS FROM PLANNING FOR THE FUTURE ...**

Oak Harbor is a vibrant Whidbey Island waterfront community where everyone is welcome and encouraged to thrive.

We are fortunate in the City of Oak Harbor to have an abundance of well cared for parks that encompass the beauty of the surrounding waters, beaches, mountains, trees and flowers.

The City of Oak Harbor Gifts and Memorials Program provides citizens with a means to make contributions which enhance the beauty of our surroundings. Whether it be the gifting of plants, a bench, picnic table or play equipment, all contributions have a positive impact on the future planning for our parks.

***Bob Severns, Mayor***

**2016**



# **Oak Harbor Parks Division Vision and Mission Statement**

## **Vision**

The Vision of the Oak Harbor Parks Division is to provide a foundation for future acquisitions and manage existing and future sites in a professional manner. Planning must be flexible and sensitive to the changing political and social conditions, taking into account the needs and complexities of the community lifestyle. Planning must be a part of the overall growth strategy, focusing on conservation of the natural environment, to oversee development, and the changing of human needs. The City of Oak Harbor Parks Division employees strive to reflect well-being and safety towards the community.

The Parks Division also sees itself as having a role in diversifying the economy by promoting the use of City parks for special events, sports tournaments and competitions.

## **Mission Statement**

It is the responsibility of the Parks Division to work with the citizens of Oak Harbor, recreational providers, civic groups and other agencies to achieve our desired vision.

As representatives of the City of Oak Harbor, it is our mission to design and create parks systems that conserve and enhance the City's relationship with nature and provide for the citizens of this community the opportunity of leisure time and relaxation and joining together as a recreational community, while striving to promote positive activities in the City.

The Parks Division will continue to provide a high level of functional and aesthetic quality, focusing on the sites requiring an upgrade of quality and efficiency, and the replacement of aging and unsafe infrastructure. The Parks Division will also focus future park growth on the use of open space and natural areas in the form of walking trails and passive recreation.



# **Oak Harbor Park Board Mission Statement**

## **Vision**

The Vision of the Oak Harbor Park Board and the Committee for Gifts and Memorials Catalog Development is to engage in a meaningful partnership with the City of Oak Harbor Park Division to develop and secure creative, sustainable additional resources for the future development and effective management of the natural, human and financial resources of the Parks Division.

## **Mission Statement**

The Mission of the Oak Harbor Park Board and the Committee for Gifts and Memorials Catalog Development is to enhance the existing parks system in Oak Harbor by providing community leadership and developing a public culture of stewardship. We will plan with vision, imagination and energy so that today's decisions and actions will assure the opportunities of future generations are as great as those enjoyed today.

## **Goal Items**

- Assist in establishing a Parks Division “wish list” so that organizations and individuals may actively participate in the meaningful procurement of those items.
- Act as a positive catalyst between the City of Oak Harbor, churches and schools, local, civic and service organizations, concerning the use and enhancement of our City parks.
- Encourage the safety, maintenance and appearance of our parks and facilities at the highest level of available resources.

## **Action Items**

- Assist the Parks Division as they call upon us for specific tasks.
- Inventory and identify needs within the community parks.
- Develop relationships with community organizations to encourage them to adopt local parks for specific improvement goals.
- Encourage community groups to take a more active role in the maintenance of our parks by establishing a scheduled program to further enhance the work being done by the Parks Division staff.



## Oak Harbor Park Board 2017

Chair:

**Mike Wright**

Members:

**K.C. Pohtilla**

**Melissa Riker**

**Daisy Sapida**

**Tom Tveit**

Alternate Member:

**Vacant**

Public Works Director

**Cathy Rosen**

Parks Manager

**Hank Nydam**

Public Works Administrative Assistant

**Debbie Mueller**

(360) 279-4750

*Park Board membership is by Mayoral/ Council appointment for a three year period. Selection is from volunteer members of the community.*



## **History and Development of the Gifts and Memorials Catalog**

### **Formation of the Ad Hoc Committee**

The Ad Hoc Committee for the development of the Gifts and Memorials Catalog was established specifically for this purpose in late 2002. After considerable work on the document, the Catalog was adopted in early 2004.

### **Ad Hoc Committee Members**

The Oak Harbor Park Board appointed six committee members, including two Park Board members, Tom Hawkins and Mike Wright, two staff members, Hank Nydam (Parks Manager) and Rob Voigt (Senior Planner), and two members of the community at large, Sande Mulkey (Oak Harbor Chamber of Commerce) and Inez Morach (Oak Harbor Garden Club). Tom Hawkins acted as Chairman of the Ad Hoc Committee. After the Catalog was adopted in 2004, the Ad Hoc Committee was disbanded.

### **Catalog Update Schedule**

The Park Board will be responsible for updating the Gifts and Memorials Catalog each year, and to ensure that the intent of the policy is properly applied and interpreted.



## **Policy for Accepting Gifts and Memorials**

The City of Oak Harbor has been enriched by the beauty of our parks and the recreational opportunities they offer. The City of Oak Harbor respects the desires of individuals to commemorate special events or the lives of loved ones; it also recognizes the desire of other community members who visit public places to not be burdened with a constant reminder of death. While gifts and memorials may enrich a park experience for park users, open space itself is a very precious commodity. The City of Oak Harbor considers some open spaces in our parks as complete, offering an unrestricted setting to encounter a wide range of experiences. It is the responsibility of Oak Harbor's Parks Division to preserve the open, tranquil quality of Oak Harbor's parks. The goal of this policy is to ensure that the limited space available be used for park improvements that support the mission of the City of Oak Harbor's Parks Division. Therefore, a thoughtful review process is provided to encourage gifts and donations that:

- Cover the total cost of a project.
- Is sensitive to all park users.
- Is sensitive to the design standards required for public spaces.
- Is sensitive to the long-term cost of maintenance and the distribution of maintenance money.
- Provides park improvements to park deficient neighborhoods.

The type of gifts and/or memorials that would be considered most acceptable by this policy includes:

- Traditional park amenities and facilities that would contribute to Oak Harbor's parks system.

Any party wishing to locate a gift, memorial or tribute in an Oak Harbor park should contact the City's Parks Division for a consultation on the review and acceptance process.

### **Policy Objective**

Any new gift or memorial will be expected to enhance a park without hindering the quality of the open space. This policy describes a process through which applicants are encouraged to work with City staff to determine how a gift or memorial can enhance the experience of park users as well as meet the needs of a donor. In order to preserve the general nature of open space, public parks and public realm, donors will be asked to broaden their search for an appropriate location by considering private property as well as public.

Requests to honor groups or organizations will be evaluated using the approval criteria established in the Substantial Gift, Memorial or Tribute Policy. At their discretion, the Park Board and City Council may consider additional factors in evaluating such requests. Potential donors to the City of Oak Harbor parks

system, as well as those wishing to honor the contributions of a particular organization, are encouraged to make park amenity donations through the City's ***Parks Gifts and Memorials Catalog***.

The City recognizes the special relationship and unique history between the community of Oak Harbor and the military. The City seeks to honor all veterans and military groups through the singular monument of the Veteran's of Foreign Wars (VFW) Memorial Park. Additional recognition in this park may be considered under specific, standardized design guidelines. Specific military groups seeking additional space for unique memorials are encouraged to look to other agencies, government or private property.

This policy also provides a method for defining the total cost of a gift or memorial and establishes a method through which donors will be asked to include within their donation the cost of design review, project coordination, construction oversight and part of the cost of ongoing maintenance.

Placing wreaths, flowers, etc. at memorial sites will not be permitted without special permission from the Parks Manager, and will be limited to specific community ceremonies or events.

### **Review Process**

As donations and memorials vary greatly in their impact on parks, the review process should be tailored according to the proposal's complexity. There are three levels of review, which in some cases can be simplified.

Criteria for the donation of typical park amenities, as identified in the Gift Catalog:

- The Sponsor should meet with the Parks Manager at the earliest possible time to discuss the review process for the specific proposal.
- City staff considers land use requirements, legal requirements, park design issues, potential public concern, maintenance issues, and recreational issues.
- The proposal is reviewed against approval criteria included in this policy. The true cost of the proposal is estimated, if appropriate, at this stage of the proposal's development.
- The Parks Manager forwards a recommendation to the Park Board regarding the acceptance or denial of the park amenity.
- A letter will be sent to the donor informing them of the decision to approve or deny the amenity, giving instruction to the donor about the procedure to complete the project.

**Substantial Gift, Memorial or Tribute**

Anything other than a typical park amenity will be considered a substantial gift. Examples of a substantial gift, memorial or tribute include sculptures, permanent artwork, fountains, gardens and plazas. (See included policy on Substantial Gift, Memorial or Tribute.)



## **Parks Listing**

### **North West Section**

Koetje  
Meadow Ridge  
Neil Tower  
Redwing  
Shadow Glen  
Woodbury  
Navy Gateway

### **North East Section**

Centennial Oak Grove  
Ridgewood  
Sumner  
Tyhuis

### **South West Section**

Fireside  
Ft. Nugent  
Hawthorne  
Kimball  
Lueck  
Ridge Haven  
Ruth Cohen  
Spring Tree  
Vista Heights  
Well #10  
Pocket Parks on SR 20

### **South East Section (Old Town)**

Beeksma-Gateway  
City Marina  
Flintstone/Mini Harbor  
Freund Marsh & Scenic Heights Trailhead  
Hal Ramaley  
Heritage Way  
Holland Gardens/Neil Park  
Pioneer Way  
Smith  
VFW Memorial  
Volunteer/Skate  
Waterfront Trail  
Windjammer  
Pocket Parks on Pioneer Way

## **Park Descriptions**

### **North West Section**

Koetje Park - NE 7<sup>th</sup> Avenue (3.5 acres)

Neighborhood and Community Park with playgrounds on one tot lot, one soccer/practice field, picnic tables, one basketball court and off-street parking.

Meadow Ridge Park - NW Prow Street & NW 8<sup>th</sup> Avenue (.5 acres)

Neighborhood Park with tot lot, picnic tables and seating

Neil Water Tower - E Whidbey Avenue & Oak Harbor Street (.25 acres)

Historic landmark containing a museum. This facility was donated to the City in 1993 by the Oak Harbor Historical Society.

Redwing Park – NW Heller Street (1 acre)

Neighborhood Park with tot lot and open play area.

Shadow Glen Park - NW Clipper Drive & NW Dory Drive (.8 acres)

Neighborhood Park with playgrounds on one tot lot, picnic tables and one youth softball/practice field. This lot was dedicated to the City as part of the Shadow Glen Planned Unit Development in the 1960s.

Woodbury Park - NE 10<sup>th</sup> Place (.5 undeveloped acres)

Neighborhood Park with tot lot, picnic table and benches, and large stand of mature fir trees.

Navy Gateway Park - Ault Field & SR 20 (.75 acres)

A6 airplane static display.

### **North East Section**

Centennial Oak Grove - N SR 20 & Fakkema Road (11 acres)

Open Space with Garry Oak tree plantings, which was a Legacy Project commemorating the 100 year anniversary of the City's incorporation.

Ridgewood Park - NE 11<sup>th</sup> Avenue (.8 acres – 5 acres open space)

Neighborhood Park with a fully ADA accessible playground; includes five acres of open space connected by trails.

Sumner Park - NE 1<sup>st</sup> Avenue & Regatta Street (4 acres)

Neighborhood and Community Park with two tennis courts, covered and open picnic facilities, open space and off-street parking.

Tyhuis Park - NE 6<sup>th</sup> Avenue (.8 acres)

Neighborhood Park with a playground and picnic tables in a wooded setting.

## **South West Section**

Fireside Park – SW Springfield Street (1.2 acres)

This park, located north of Ft. Nugent Avenue, includes a playground, picnic table and benches, and meets the Neighborhood Park needs of the Fireside subdivisions.

Ft. Nugent Park - SW Ft. Nugent Avenue (40 acres)

This park meets the Community Park needs for the west and southwest areas of the City. The City purchased 20 acres for this park in 1991. The other 20 acres is owned by the Oak Harbor School District. The City has leased this property for a period of 25 years. The park currently includes six soccer fields, two football and one baseball field, a large community built playground, basketball court, restrooms, a disc golf course, trails, open space and two picnic shelters.

Hawthorne Park – SW 1<sup>st</sup> Avenue & SW Fairhaven Street (.35 acres undeveloped)

Kimball Memorial Park - SW 6<sup>th</sup> Avenue & Heller Street (.8 acres)

Neighborhood Park with playgrounds on one tot lot. This site is fenced due to its proximity to Heller Road. The property was dedicated to the City as part of the Kimball Heights development.

Lueck Park – SW Barrington Drive & SW London Terrace (1.5 acres)

Neighborhood Park with picnic tables, basketball hoop, and playgrounds on one tot lot. A greenbelt connects this park to Ridge Haven Park.

Ridge Haven Park – SW Kalama Loop & SW Kittitas Court (.8 acres)

Neighborhood Park with picnic tables and playgrounds on one tot lot. A greenbelt connects this park to Lueck Park.

Ruth Cohen Memorial Park – SW 8<sup>th</sup> Avenue, west of SW Puffin Street (5 acres)

Neighborhood Park with tot lot and picnic tables. Approximately three acres of the park are in wetland/natural areas. A pedestrian trail runs through the natural area, connecting surrounding neighborhoods to the park site.

Spring Tree Park – 190 SW Heller Street (SW 4<sup>th</sup> Avenue & Heller - 1.5 acres)

Neighborhood Park with playground tot lot and picnic tables. This site is partially forested with native vegetation.

Vista Heights Park – SW Vista Park Drive, north of Haga Road (.5 acres)

Neighborhood Park with tot lot and picnic tables.

Well Site #10 – SW 6<sup>th</sup> Avenue & SW Judson Drive (.5 acres)

Neighborhood Park, located in close proximity to Broadview Elementary School playgrounds.

Pocket Parks on SR 20 (part of Heritage Way) (.25 acres)

Two parks on the east side of SR 20, and one on the west side were developed in City right-of-way. Picnic tables and benches provide important rest stops for pedestrians along SR 20. One pocket park located at the intersection SR 20 and Koetje Street is undeveloped.

**South East Section (Old Town)**

Beeksma-Gateway Park - SR 20 & Beeksma Drive (.5 acres)

Entry/gateway to community, extensive landscaping, plantings, benches, flag poles, drinking fountain.

Flintstone Park/Mini Harbor – SE Bayshore Drive (1.5 acres)

Community Park with covered picnic facilities, a mini-pier for small visiting boats, restrooms and approximately 500 lineal feet of Oak Harbor Waterfront Trail. The park also includes a full size concrete replica of Fred Flintstone’s car from “The Flintstones” television cartoon.

Freund Marsh & Scenic Heights Trailhead – SW Erie Street (40 undeveloped acres) This acreage includes open space wetlands. The Scenic Heights Trailhead is the entry point to the Freund Marsh Trail and includes parking, interpretive signs and trail maps.

Hal Ramaley Memorial Park – SE Bayshore Drive (.5 acres)

Community Park with park benches, picnic site, gazebo, seasonal gardens and a Food Forest.

Heritage Way – SR 20 (3 miles)

This green belt, which includes five varieties of street trees, is located along north SR 20 as an entrance to the heart of the City. Many commemorative plaques have been purchased and placed in the greenbelt near the trees.

Holland Garden/Neil Park – SE 6<sup>th</sup> Avenue & SE Ireland Street (3.5 acres)

Community and Neighborhood Park with one tot lot, Holland Gardens and one half-court basketball court.

Oak Harbor Marina – SE Catalina Drive (8 acres)

The City owns and operates a 420 boat facility, open seven days per week, with a present capacity of 133 open and 183 covered slips, and 104 dry storage sheds. The Marina additionally includes 1,000 feet of shoreline, a two acre community park, extensive onshore and on-pier picnic facilities, sand volleyball courts and restrooms with showers. The Marina Committee is responsible for advising the City Council on all matters related to Marina uses, while the Park Board oversees park areas.

Smith Park – SE Midway Boulevard & SE 9<sup>th</sup> Avenue (5 acres)

Historic Neighborhood/Community Park located in Old Town, with a gazebo, benches, picnic tables and playground equipment. The park contains a significant stand of old growth Garry Oak trees.

VFW Memorial Park – SE Catalina Drive (.8 acres)

This is a walk-in commemorative park dedicated to the Veteran's of Foreign Wars. It includes the VFW Memorial with flag pole, P2V Memorial, picnic table, park benches, drinking fountain, and a view of Oak Harbor Bay and Marina.

Volunteer/Skate Park – SE Jerome Street (6 acres)

This property contains the Oak Harbor Senior Center, John Vanderzicht Memorial Pool (North Whidbey Parks and Recreation District), and a six acre Community Park with three Little League fields and a skateboard park.

Waterfront Trail – (3 miles)

The completed trail begins at the Scenic Heights Trailhead to Maylor Point on the Seaplane Base. The trail includes the trailhead, Freund Marsh, Windjammer Park, a boardwalk between Windjammer and Flintstone Parks, a sidewalk from Flintstone Park to the Marina, and a compacted gravel surface trail at Maylor Point. This trail is important for both recreation and downtown revitalization purposes.

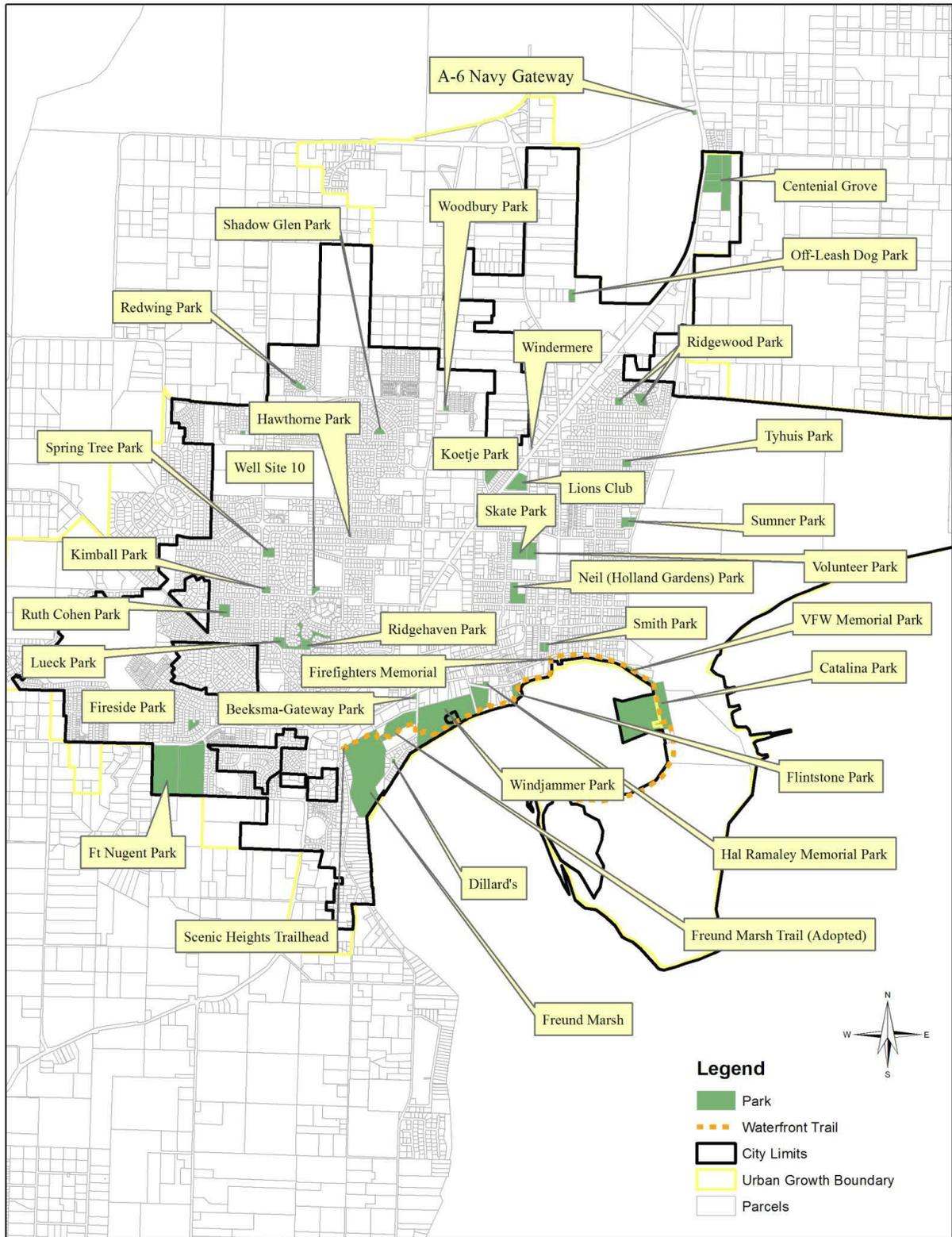
Windjammer Park (formerly City Beach) – SE City Beach Street (28.5 acres)

Major Community Park with three Little League baseball fields, two tot lot playgrounds, shoreline picnic tables and barbecue pits with wind breaks, covered picnic facilities and kitchens for large groups, two accessory buildings, a windmill landmark, an exercise course, seasonal gardens, one practice field, two basketball courts, two volleyball courts (portable), horseshoe pits, one boat launch, a recreational vehicle park with 56 serviced sites and 30 non-serviced sites, a swimming lagoon with dock and slide, two wading pools, a 2,100 lineal feet segment of the Oak Harbor Waterfront Trail and two public restrooms (one with showers). The west side of the park has a gazebo and a covered shelter.

Pocket Parks on Pioneer Way

Viewing areas near Pasek Street and at the corner of Pioneer Way and Midway Boulevard (Firefighter's Corner).

# Parks Inventory Map



## **Parks “Open” For Gift and Memorial Considerations**

Community Parks are those sites of high visibility and widespread community usage by all citizens of Oak Harbor, regardless which neighborhood they reside in. These parks, though some of which are considered fully developed, continue to be open to suggestions for gifts and memorials and will be acceptable for wish list applications.

### **Beeksma-Gateway Park**

- Interpretive signs

### **Centennial Oak Grove**

- Garry Oak trees
- Planting materials

### **Fireside Park**

- Basketball court

### **Ft. Nugent Park**

- Park benches
- Native plants

### **Freund Marsh & Trailhead Park**

- Park benches (when trail is extended to beach)

### **Hal Ramaley**

- 2 Park benches

### **Heritage Way**

- Plaques for existing trees

### **Holland Gardens/Neil Park**

- Dutch drawbridge to windmill
- 2 Park benches
- Playground equipment

### **Kimball Park**

- Irrigation system
- Playground equipment (replacement)

### **Koetje Park**

- Playground equipment (replacement)

### **Lueck Park**

- Irrigation system
- 2 Park benches
- Playground equipment (replacement)

### **Pocket Park on Pioneer Way**

- Future improvements at “Firefighter’s Corner”

### **Pocket Park on SR 20**

- Plans, development of park site at the corner of SR 20 and Koetje Street

### **Ridge Haven Park**

- Playground equipment (replacement)

### **Ridgewood Park**

- Playground equipment (replacement)

### **Ruth Cohen Park**

- Playground equipment (replacement)

### **Spring Tree Park**

- Playground equipment (replacement)

### **Shadow Glen Park**

- Playground equipment (replacement)

**Skate Park**

- Final addition to skate park
- Climbing wall
- Jumping table

**Smith Park**

- 2 Park benches (antique)

**Sumner Park**

- Irrigation system
- Tennis court lighting

**Tyhuis Park**

- Picnic table
- 2 Park benches
- Playground equipment (replacement)

**Volunteer Park**

- Lighted ball field
- Playground equipment

**Waterfront Trail**

- 2 Park benches at lookout point off Pioneer Way

**Windjammer Park (City Beach)**

*(on hold until final development plans are completed)*



**Parks “Closed”  
With no further development consideration**

Neighborhood Parks are normally those small “playgrounds” tucked away in quiet wooded or natural settings located in various areas of the City. These parks are considered to be fully developed and have no requirement of immediate or future improvements. Upkeep and maintenance is not considered improvements. Maintenance for safety and upkeep is routine procedure for the Parks Division.

**Flintstone Park/Mini Harbor**

**Redwing Park**

**Hawthorne Park**

**Veterans of Foreign Wars (VFW)  
Memorial Park**

**Maylor Point Trail**

**Vista Heights Park**

**Meadow Ridge Park**

**Well Site 10**

**Neil Tower**

**Woodbury Park**



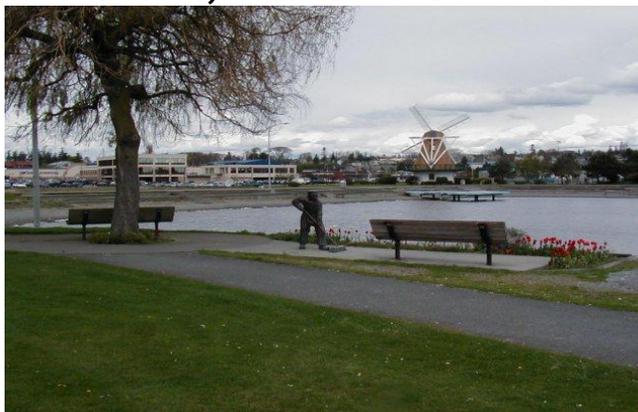
## Gifts and Memorials Price List

Category	Donation Range	Gift
<i>Plant Material (#100)</i>		
101	\$30 - \$100	Shrubs – 5 gallon
102	\$50 - \$200	Plants for landscaping
103	\$50 - \$300	Herb and specimen shrubs
104	\$150 and up	Specimen tree
105	\$350 - \$500	Grove: 3 to 5 trees
<i>Park Furniture (#200)</i>		
201	\$150 - \$500	Plaques
202	\$150 - \$350	Barbecues
203	\$450 and up	Picnic tables
204	\$350 - \$500	Bicycle rack
205	\$900 - \$1,200	Benches
206	\$2,500 - \$3,500	Interpretive signage
207	\$2,000 - \$3,000	Drinking fountain
208	\$5,000 - \$50,000	Play equipment
209	\$10,000 - \$22,000	Entry sign/Regional Parks
<i>Park Facilities (#300)</i>		
301	\$800 - \$18,000	Additions to Skate Park
302	\$7,500 - \$90,000	Bridges
303	\$7,500 - \$15,000	Irrigation system
304	\$10,000 - \$20,000	Gazebo
305	\$15,000 - \$22,000	Skate Park lights
306	\$20,000 - \$80,000	Irrigation system/soccer fields
307	\$30,000 - \$150,000	Group picnic shelter
308	\$36,000 - \$100,000	Lighted ball field
309	\$40,000 - \$66,000	Tennis Courts
310	\$110,000 - \$220,000	Restrooms
311	\$100,000 - \$150,000	Softball field

**Note: prices are estimated and do not include shipping charges or tax.**



## Substantial Gift, Memorial or Tribute Policy



Anything other than a typical park amenity will be considered a substantial gift. Examples of a substantial gift, memorial or tribute include sculptures, permanent artwork, fountains, gardens and plazas.

### Definitions

Memorial: an item, object or monument established to preserve the memory of a deceased person(s) or an event that occurred in the past.

Tribute: an item, object or gift designed to acknowledge the contributions of living people to society. Projects recognizing people with illnesses such as AIDS or cancer are considered tributes.

Public Art: works of art acquired through the Public Art Program.

Park Amenity: typical park improvements that contribute to the traditional use of park land. Items include benches; play structures, picnic tables/shelters, sport facilities, trails, small plaques, etc.

### Related Policies

- Policy for Naming and Renaming Parks, Facilities and Features.
- The Oak Harbor Arts Commission will establish a policy for the Donation of Public Artwork.
- City of Oak Harbor Comprehensive Plan, urban design plan policy 4.a.

### Review Process

As donations and memorials vary greatly in their impact on parks, the review process should be tailored according to the proposal's complexity. There are two levels of review, which in some cases may be simplified.

#### Initial Review of Proposal Concept with City Staff

This review is focused on the idea or concept. Design drawings are premature at this point.

1. Following the initial review, preliminary research regarding land use and legal concerns, potential community concerns and costs will be conducted by both the donor and Parks staff.

2. If deemed necessary, the Oak Harbor Arts Commission will be consulted to determine if the donation would be considered public art, in which case the commission would first review the proposal for appropriateness to the public art collection.
3. Application is submitted with information regarding intent of proposal, cost estimates, size, siting, timeline and a site drawing.

#### Park Board Review

1. The Park Board reviews the request in two separate meetings. The first offers the applicant an opportunity to present their ideas and hear feedback. The Board will also give feedback regarding public input and Parks staff will draft a public involvement plan.
2. At the second meeting, the Board will review the formal request from the sponsor in terms of the approval criteria included in this policy. Public input will be gathered according to a plan approved by the Parks Manager.
3. In consultation with City staff, the Park Board recommends the approval or denial of any "substantial gift, memorial or tribute", or proposal. The Oak Harbor Park Board acts as an advisory board to the City Council. The recommendation is sent to City Council for final approval.

#### **Approval Criteria**

Approving or denying any gift, memorial or tribute is wholly within the discretion of the Oak Harbor Park Board and City Council. No individual or organization has the right to make any improvement or place any items in public parks, regardless of whether they think their proposal meets the following approval criteria. Approval criteria focus on three general categories:

#### Significance of Event/Person Being Memorialized or Significance of a Gift

- A person memorialized must have been deceased for a minimum of three years, or an event must have occurred at least three years ago.
- The memorial has timeless qualities and makes a statement of significance to future generations.
- The memorial represents a person or event deemed significant to Oak Harbor's history.
- The gift or memorial must be consistent with the mission of Oak Harbor's Parks Division.
- The memorial must meet the policy guidelines and goals specified within the City of Oak Harbor Comprehensive Plan. Goal 4 states: Develop a public realm that is safe, aesthetically pleasing and interesting while promoting street life, opportunities for community interactions, and commercial and social activities.
- Proposals should focus on characteristics that define a particular sense of place and support activities and uses that strengthen those qualities. Waterfront and down town policies should focus on improving the function of these areas as highly livable districts primarily for the

community and secondarily as an attraction for visitors. It is important that these policies build upon the context of the City and not develop as artificial thematic programming. These policies may include public art plans and street furniture design guidelines that add visual and tactile interest throughout the City.

### Location/Siting

Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces, which may provide a more suitable location.

- The proposed site offers opportunities for enhancement without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities.
- The increased use of a park due to a gift or memorial is appropriate for the park's context and surrounding uses.
- The quality, scale, and character of the gift or memorial are at a level commensurate with the particular park setting. (Also to be considered during project design.)
- There should be some specific geographic justification for the memorial being located in that spot.
- Alternative sites in rights-of-way, private property or other public property were considered and determined inappropriate.

### Project Design

- The proposal must be in concurrence with the Park Master Plan. If a Park Master Plan does not exist, a Needs Assessment of the park's service area must be completed in order to determine the need for future park elements and circulation patterns.
- The quality, scale, and character of the memorial are at a level commensurate with the particular park setting.
- The design of the memorial, tribute or public art should not be solely representative of the person(s) or event being memorialized but should be of a broader community appeal.
- The memorial, tribute or public art is encouraged to be designed as a park amenity or as a functional component of the park (i.e. an interactive fountain).
- Contributes to the aesthetic quality of the park setting.
- Reuse, rehabilitate or restore an existing park feature where appropriate.
- Addresses existing and/or future maintenance concerns by meeting Parks Division's design standards and specifications.
- Meets the requirements of ADA by providing accessibility to all park users.
- Enhances a park by adding elements that add to identity and ambiance.
- The proposal does not create any public safety or security issues.

## **Requirements**

1. The donor will involve the Oak Harbor Parks Division at the earliest possible stage of proposal development, prior to a particular park site being contemplated.
2. At any point in the review, the Parks Manager can halt the process for further Park Board review if it is determined that the proposal is incomplete or clearly does not meet the criteria identified in the Substantial Gift, Memorial or Tribute policy. The applicant will be asked to resubmit their proposal addressing the identified discrepancy
3. If a design professional is to be hired by the donor, the Parks Division and the Development Services Department must be involved in creating the scope of work and approving each design phase of the project.
4. The donor is responsible for complying with all federal, state and local laws, which might include competitive bidding and state prevailing wage laws.
5. Applicant will bear the cost of all-necessary permits, approvals, project management, design, installation, manufacture and maintenance of the gift or memorial, even if the City Parks Division provides these services. Budget details of these project elements will be spelled out in an agreement with the donor.
6. A revocable permit from the City will be required. Proof of general liability insurance and workers compensation insurance will be required from the contractor and/or organizations doing the installation.
7. No contingencies shall be placed on the acceptance of a gift by the donor. Acknowledgement of the donor in the form of a 5" x 8" plaque, purchased by the donor, is allowed. Improvements made in a public space become the property of the City and are subject to the laws, policies, and procedures that govern park property.

## **Funding the Total Project Cost**

The applicant will be asked to cover 100% of the costs. These costs will include the cost of park modifications, incidentals and Parks Division staff time that will be needed to ensure the project meets park specifications and is properly installed. Park modifications and other incidental costs required because of the improvement are to be estimated during the review process.

### Defining Annual Maintenance Costs

The level of maintenance varies depending upon the nature of the project. In general, donors will be asked to contribute enough money to cover long term maintenance costs. Maintenance costs will be estimated at the time of project review. If the donor will be maintaining the improvement, long-term contributions may not apply. Any annual operation and maintenance costs not covered by the donor become the responsibility of the General Fund. Improvements requiring ongoing General Fund support must be approved by the City Council before the donation is accepted.

The City of Oak Harbor reserves the right to remove any donated park amenity for safety reasons, deterioration caused by age, neglect or vandalism, and/or the City's inability to finance ongoing maintenance and/or repairs.

### Exceptions

In some cases it may be reasonable to ask the private party to cover a greater or lesser percentage of the maintenance. The Parks Manager, with the Development Services Director, may make exceptions based upon the following criteria:

- The community's need for the improvement.
- How much the amenity strengthens the park system as a whole.
- Whether it is located in a park that is under-developed and lacking sufficient amenities.
- The financial capacity of the donor.
- Whether the annual maintenance cost is so low as to be negligible.

