

## Tree and Bench Dedication Program

### Policies & Procedures

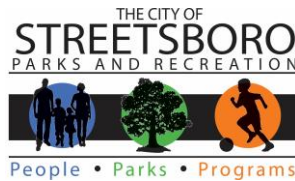
**Purpose:** The purpose of this policy is to allow for the provision of trees, park benches and commemorative plaques for the remembrance of: deceased residents, deceased or living persons who were not residents but who have devoted extensive amounts of their time to the community, charity or volunteer service within the City of Streetsboro. Such installations are provided at the cost of the individual purchasing the commemorative item. Responsibility for the maintenance of the item, within specific parameters, is provided for by this policy.

**Scope:** The policy applies to tree, park bench and bronze plaque dedications. The policy applies to all parks and open spaces owned by the City of Streetsboro. It does not apply to lands leased to others for whatever purpose or land leased from others for park and open space purposes.

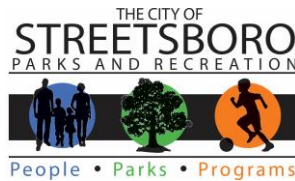
Limitations to the sites for trees and benches are provided in recognition of the fact that such installations can interfere with active sport facilities, park design parameters, future land use, and growth habit of trees or interfere with maintenance operations.

#### **Procedure**

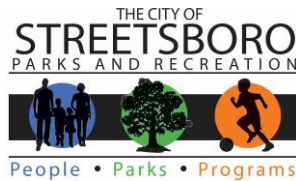
1. Application of Dedication/Memorial
  - a. Subject to the other provisions of this policy, dedication trees or benches may be purchased by individuals, organizations or corporations for:
    - i. Past Streetsboro residents who are deceased;
    - ii. Persons who are deceased and were non-residents, but who have made a significant contribution to public service, charitable works or volunteering in Streetsboro;
    - iii. Past Streetsboro residents or non-residents, who are deceased and have performed a heroic act in the service of others in Streetsboro.
    - iv. In honor of a living resident, or relative of a resident.



2. Dedication/ Memorial Trees
  - a. Trees may be installed in any park or open space, subject to the requirement that there is adequate space available to plant the tree. The species of tree may only be selected from the approved list of species associated with this program.
  - b. While a donor may select a general location requested for the tree, Parks & Recreation staff may adjust the location subject to the location considerations.
3. Dedication/ Memorial Plaques
  - a. A dedication plaque will be included with the purchase of a tree.
    - i. Tree plaques shall be 3.5" by 6" and mounted on a Tree Plaque stake that is secured into the ground next to the tree. Attached are examples of the Tree Plaque stake. (Example A)
    - ii. Dedication/Memorial Plaques will be engraved with the Lucida Calligraphy font.
  - b. Plaques will display the following information:
    1. Tree species
    2. Dedication Statement
    3. Name being honored
    4. Donated by
    5. Name of donating individual(s) or group
    6. Date/year planted
4. Dedication/ Memorial Benches
  - a. Benches may be placed in any park or along any open space trail. However, benches are only permitted within areas where there is an existing hard surface of asphalt or concrete suitably sized and situated to accommodate the bench.
    - i. Where a hard surface area for a bench is not available, a bench shall only be permitted if the donor pays for the construction of a suitable pad to accommodate the bench and a suitable location for the pad is available.
  - b. While the donor may select the general location requested for the bench, the Parks & Recreation staff may adjust the location subject to the location considerations.
  - c. Benches will have the dedication message engraved into the back slats of the bench. The dedication message is limited to 3 lines of text.
5. Location Consideration
  - a. While the person purchasing the tree is free to suggest the proposed location, certain location requirements shall apply as noted below. The Parks & Recreation staff shall make the final and precise determination of the location, also abiding by the criteria below.



- b. Trees or benches under this program shall only be located in accordance with the following criteria:
    - i. The location does not interfere with any active park facility.
    - ii. The location does not interfere with approved park design or future park land use.
    - iii. Sufficient space is provided for the proposed or existing trees at maturity.
    - iv. The location does not interfere with maintenance requirements.
    - v. Impacts on other properties are considered including spread of the tree or spread of trees on abutting properties, views from properties and overviews of other properties and access for maintenance.
6. Costs
  - a. The donor shall pay the full cost of the purchase, supply, delivery and installation of the tree and/or bench and plaque, and where required, the hard surface for the bench. These costs will be included and highlighted on promotional materials and are subject to change based on true costs.
  - b. Due to the concern for risk management, maintaining quality and safety of product and installation, and in the case of tree the potential for disease and infection, substitution of other providers, contractors, or do-it-yourself work shall not be permitted.
7. Plaque Names and Wording
  - a. The wording of the dedication plaque is subject to the approval by the Parks and Recreation Director. In general, wording will not be permitted if it:
    - i. Would bring the image of the City in disrepute;
    - ii. Mentions tobacco, alcohol or controlled substances;
    - iii. Indicates political affiliation;
    - iv. The use of profane language;
    - v. Would be considered discriminatory, derogatory or offensive according to race, gender, ethnicity, sexual orientation, religion or similar factors;
    - vi. Represents a proprietary brand.
8. Maintenance
  - a. All items installed under this policy becomes the property of the City of Streetsboro. It shall be the responsibility of the City to maintain the items outlined under this policy.
  - b. It is noted that from time to time issues of vandalism may occur. Where a tree, bench or plaque from this program is the subject of vandalism, the City shall only be responsible to replace the damaged item once during the first year after installation. Subsequent vandalism or damage may be repaired/replaced at the donors' expense.



- c. It is noted that from time to time trees die prematurely due to weakness, poor micro climate condition, disease or infestation. Where a tree dies prematurely within the first year after planting, the City shall be responsible for its replacement only once. The Parks and Recreation Department may suggest an alternate species of tree and/or an alternate location.
  - d. Nothing herein shall prevent the immediate removal of any item deemed by Parks staff to constitute an immediate safety issue and in the case of trees where the tree is subject to an infection or disease which may spread to other surrounding trees.
  - e. Should the City property containing dedicated trees and benches with plaques be redeveloped, the City shall make its best efforts to relocate the items within the redeveloped property.
  - f. Where the property is sold, the City shall make its best effort to relocate benches and plaques to an alternate City park or open space. Trees will not necessarily be relocated and new trees may be provided. The City may also make arrangements with the property purchaser to retain the trees.
9. Responsibilities
- a. The Parks & Recreation Director or designate shall:
    - i. Approve the precise location of the installation of trees, benches and/or plaques;
    - ii. Consult with Service Director as required;
    - iii. Maintain a list of appropriate species for the use under this policy;
    - iv. Oversee the supply, delivery and installation of the items including the scheduling of same
  - b. The Parks & Recreation Director or designee shall oversee the application process. Applications may be made in person with the Parks & Recreation Department. The Director shall also maintain the fee schedule and well as a record of trees and benches purchased and their locations.