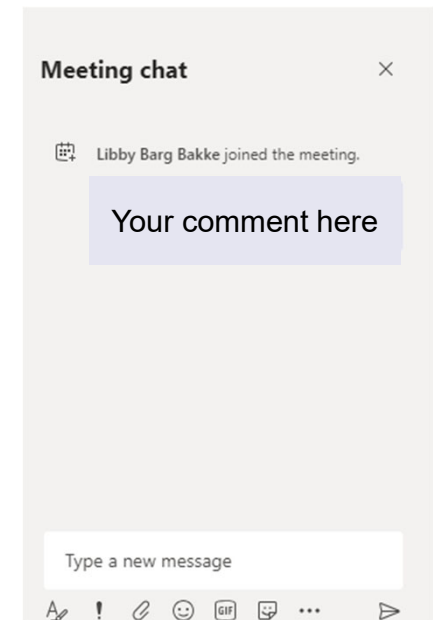


# Welcome!

Joining us remotely? Here are some things to know—

- The meeting is being recorded.
- Committee members can use the chat or raised-hand tools to participate in the discussion.
- If you are guest, you can ask questions or comment using chat.





# Clark County Parks Advisory Board Meeting Agenda



Tuesday, January 9<sup>th</sup>, 2024, 4:00 PM – 5:10 PM

4000 NE 78<sup>th</sup> Street, Vancouver, WA. 98665  
 Luke Jensen Sports Park in the  
 LJSP Bud Van Cleve Community Meeting Room, and  
 Virtual Meeting via Microsoft Teams

**PAB Members:**

James Kautz, Chair  
 Teresa Meyer, Vice Chair  
 Donald Meeks, Secretary  
 John Jay  
 Paulo Zandamela  
 Tonya Dow  
 Janis VanWhye

**School District**

**Liaisons:**

Cale Piland (Evergreen)  
 AJ Panter (Vancouver)

**Parks Foundation:**

Vacant

**Next Meeting:**

February 13, 2024  
 Microsoft TEAMS and  
 In-Person

**\*\*Motion Needed**

|  |                |
|--|----------------|
| <b>1. CALL TO ORDER</b>  | 4:00 PM        |
| <b>2. ADMINISTRATIVE ACTIONS</b>   | 5 MIN          |
| <ul style="list-style-type: none"> <li>a. Meeting structure guidelines for Teams</li> <li>b. Roll call / guest introductions</li> <li>c. Approved previous Minutes. Copies of these can be found on the website, via <a href="https://clark.wa.gov/public-works/parks-advisory-board">https://clark.wa.gov/public-works/parks-advisory-board</a> <ul style="list-style-type: none"> <li>• November 14, 2023 Meeting Minutes**</li> </ul> </li> </ul> |                |
| <b>3. PUBLIC COMMENT</b>   | 5 MIN          |
| <p><b>The public is encouraged to participate in the following ways:</b></p> <ul style="list-style-type: none"> <li>• By phone: 213-262-7043 and enter access code: 748 293 226#</li> <li>• Submit public comments to: <a href="mailto:pab@clark.wa.gov">pab@clark.wa.gov</a></li> </ul>   |                |
| <b>4. MANAGERS REPORT</b>  | 20 MIN         |
| <ul style="list-style-type: none"> <li>a. Departmental Updates</li> </ul>  |                |
| <b>5. UNFINISHED BUSINESS</b>  | 20 MIN         |
| <ul style="list-style-type: none"> <li>a. Memorial &amp; Tribute Policy – David Stipe (20 Minutes)**</li> </ul>  |                |
| <b>6. NEW BUSINESS</b>   | 20 MIN         |
| <ul style="list-style-type: none"> <li>a. Gate Agreement Policy – David Stipe (20 Minutes)</li> </ul>  |                |
| <b>7. ROUNDTABLE DISCUSSION (PAB Members)</b>  | 20 MIN         |
| <b>8. ADJOURN</b>  | <b>5:10 PM</b> |

*Parks Advisory Board meetings get recorded and the audio gets posted on the Clark County Parks website.*



## Clark County Parks Advisory Board



# Agenda Item

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Date: 1/09/2024

### Agenda Item: Memorial and Tribute Policy Recommendation

Action Item   
Informational  
Item

#### Overview:

The Clark Parks Foundation in the past has managed a donation and memorial program that allowed for placement of memorial park elements in community and neighborhood parks. These park amenities, typically benches or tables, pay tribute to or memorialize individuals. In some cases the donated elements simply recognize the person or organization that donated the funds for the purchase and placement of the amenity. The program had been administered through a 2014 policy that staff has revised to reflect current costs and operational challenges created by placing additional park amenities in the system that require additional maintenance. The draft policy also identifies preferred elements for donation including trees and replacement of existing park amenities as opposed to placement of new items.

Revisions to the policy include; preference for memorial or tribute elements, price adjustments for the potential amenity additions that reflect current development and maintenance pricing, clarification of maintenance expectations and clarification of life of memorial elements among others.

Staff is seeking a recommendation from Parks Advisory Board to advance the Memorial and Tribute Policy to the Clark County Council for consideration.

**Prior Action by PAB:** Previous approval of current policy on November 14, 2014

**Action Requested:** Direction from Parks Advisory Board to present the revised policy to the Clark County Council for consideration.

**Attachment:** Current Clark County Parks Donation and Memorial Policy  
Draft Clark County Parks and Land Memorial and Tribute Policy

**Prepared By:** David Stipe



## Clark County Parks and Lands Memorial and Tribute Policy

### 1. Purpose

- 1.1. Outline a process for determining the appropriateness, acceptance, and placement of memorials and tributes in Clark County Parks.
- 1.2. To establish policy, criteria, and a procedure for acceptance and placement of memorials and tributes in Parks.
- 1.3. The policy is intended to facilitate public and private memorials and tributes while minimizing detrimental impacts to park and recreation sites i.e. visual impact to users, unfunded maintenance requirements of a donation, and inappropriate installations at a Park.
- 1.4. To clarify the partnership between Clark County Parks and Lands and the Parks Foundation of Clark County by providing clear roles and responsibilities as they relate to memorials and tributes.

### 2. Definitions

- 2.1. "Donor" refers to the individual, family, business, or organization seeking to memorialize or pay tribute to a person or organization.
- 2.2. "Park" Parks or open space where a donor wishes to place a memorial or tribute.
- 2.3. "Parks Foundation" refers to the ***Parks Foundation of Clark County*** (a local non-profit organization).
- 2.4. "Park facilities" refer to any property managed by the Clark County Parks and Lands Department (CCPD).

### 3. References / Authority

- 3.1. ***Clark County Parks Advisory Board***; supported approval by Clark County Council on **January 9, 2024**
- 3.2. ***Clark County Council***; Approved **November 21, 2014**
  - 3.2.1. Selected specific responsibilities of the Parks Advisory Board include:
    - a. Encourage individuals and community groups to contribute funds, property, or manpower for the development and operation of parks, recreation and cultural programs and facilities.

- b. Make recommendations on the acceptance of gifts and bequests to the county parks and lands system.

3.2.2. Selected specific responsibilities of CCPD include:

- a. Authorization to approve plans for improvement of lands for public recreation and for the erection, construction, or improvement of equipment, structures, trails, and facilities for the purpose of passive and active recreation. Make recommendations on the acceptance of gifts and bequests to the county parks and recreation system.
- b. CCPD may receive monies on behalf of the County from other lawful sources by contribution, gift, or otherwise for parks, recreation and cultural purposes, and may take and hold by purchase, gift, or otherwise, such real and personal property as may be used for park purposes.

#### 4. Policy

- 4.1. The CCPD Manager is the approving authority for placement of donations, memorials, plaques, and tributes in park facilities.
- 4.2. It shall be CCPD policy not to approve the placement of memorials and tributes in park facilities which may negatively impact the park visitor experience, park use, and/or enjoyment of park facilities.
- 4.3. All donations, memorials, plaques, or tribute requests shall be submitted to the Parks Foundation and processed as per *Section 5. Procedures*, listed below.
- 4.4. CCPD shall use the following criteria to determine which donations and tributes are to be recommended for approval.
  - 4.4.1. Memorials and tributes should benefit the general public as a first priority with the benefit to the Donor or honoree as a secondary goal so as not to turn park areas into a cemetery-like atmosphere.
  - 4.4.2. All costs associated with installation of a memorial or tribute shall be borne by the Donor unless otherwise directed by the Manager.
  - 4.4.3. The following are examples of CCPD recommended acceptable memorials or tributes for placement in a Clark County Park. Plaques may be included with these donations as recommended and approved by the CCPD Manager.
    - a. Replacement of or new trees or planting areas designated by CCPD. Generally, individual shrub plantings will not be considered for a memorial or tribute installation.
    - b. Replacement of existing park furniture such as benches, picnic tables, etc. designated by CCPD.
    - c. New park furniture such as benches, picnic tables, etc. designated by CCPD.
    - d. Replacement or new facilities such as plazas, picnic shelters, playground equipment, ball fields and sport courts designated by CCPD.

Preference shall be placed on replacement of existing park amenities or plantings over installation of new.

- 4.5. CCPD will maintain donations, memorial gifts, and recognition plaques at a level consistent with current park operations and maintenance, within the expected life cycle of the installed feature(s).
  - 4.5.1. Generally, benches, picnic tables, etc. have a life cycle expectancy of 12-15 years depending on location and environmental exposure.
  - 4.5.2. Life cycle of tree or garden plantings varies largely and is dependent primarily upon species.
- 4.6. CCPD will not bear responsibility for repair or replacement of vandalized, lost, or stolen memorials or tributes beyond typical park maintenance standards.
- 4.7. All donations, memorials, and plaques are the property of the County and are subject to the laws, policies and procedures governing park property.
5. Procedures
  - 5.1. The Parks Foundation will coordinate with CCPD on all memorial or tribute inquiries to ensure appropriate siting, material selection and compensation are addressed.
  - 5.2. An application form will be available to donors via the CCPD and Parks Foundation web sites as well as at their place of business. The Donor shall complete the form and submit to the Parks Foundation, as noted on the form.
  - 5.3. Parks Foundation delivers request to CCPD to review, verify appropriate location, feature and proposed plaque text for review and consideration. If the donated feature appears to have a conflict of intent, the CCPD will communicate with the Parks Foundation and Donor to address any outstanding issues.
  - 5.4. CCPD will prepare an up-to-date estimate for the cost of the proposed memorial or tribute amenity. CCPD will also review the maintenance requirements of the potential memorial or tribute element with Park Operations Staff to ensure the new park feature will not create an undue maintenance burden.
  - 5.5. The CCPD Manager reserves the right to make the final decision on the approval or denial of a potential memorial or tribute element, reserving the right to decline proposals that are not in the best interest of the park system or the Public.
  - 5.6. CCPD notifies Parks Foundation of approval or denial.
  - 5.7. Upon approval of request, Parks Foundation coordinates with Donor and verifies all information, secures the appropriate funds (per the identified memorial or tribute amenity) and holds funds in a pre-specified County fund held by the Parks Foundation, and provides a receipt/thank you note to the Donor.
  - 5.8. CCPD will coordinate the procurement and installation of the memorial or tribute element. The contractor and or vendor(s) will invoice the Parks Foundation for payment, as appropriate.
  - 5.9. CCPD will verify completion of the installation and notify the Parks Foundation.
  - 5.10. Parks Foundation finalizes all invoices and notifies Donor of completed installation.

## 6. Standards

- 6.1. Style and materials used in construction are to be based on CCPD park development standards. Preference in most park settings shall be for memorial trees as replacements for existing vegetation needing replacement.
- 6.2. Cost of materials and construction shall be in keeping with typical construction costs and standards of public park amenities. Installation cost over the up-to-date estimate will be borne by CCPD.
- 6.3. The following are basic standards in order of preference for typical memorial or tribute elements CCPD may consider.
  - 6.3.1. Trees or Planting Areas: CCPD considers these elements the first preference when considering memorial or tribute elements in a park. Trees shall be selected by a CCPD Landscape Architect in consultation with the donor. The location shall also be identified in the same method. Tree shall be 2.5" caliper if available and be marked by a 4"x9" bronze engraved plaque set on a 12" feature boulder. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Memorial or tribute planting areas will be priced at time of conceptual planting area design.
  - 6.3.2. Renovated Park Bench: Existing benches need frame reconditioning and board replacement from time to time. Converting an existing bench to a memorial is CCPD preferred memorial bench option as opposed to a new unplanned bench. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan.
  - 6.3.3. Renovated Picnic Table: Existing picnic tables need frame reconditioning and board replacement from time to time. Converting an existing table to a memorial is CCPD preferred memorial table option as opposed to a new unplanned table. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan.
  - 6.3.4. New Park Bench: Benches are a common memorial or tribute feature in CCPD parks. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Where practical benches will be placed with a concrete pad surround to ensure ADA compliance. The 4"x9" bronze plaque will be set in the concrete pad or placed on the bench back if no pad is poured or available.
  - 6.3.5. New Picnic Table: Picnic Tables are common memorial or tribute features in CCPD parks. Pricing will be based on the annual pricing sheet developed by CCPD during the development of the upcoming Capital Plan. Where practical picnic tables will be placed with a concrete pad surround to ensure ADA compliance. A 4"x9" bronze

plaque will be set in the concrete pad or placed on the picnic table top if no pad is poured or available.

6.4. Other memorial or tribute elements may include play equipment, plazas, bike racks, ball fields, etc. These elements require additional design and construction approval. Elements not found in a parks master plan will not be considered as memorial or tributes element additions to a park.

6.5. Plaques and markers

6.5.1. CCPD does not allow memorial or tribute plaques or markers on our properties that are not associated with a park element such as a tree, bench or table. Plaques or markers may be attributed to larger elements such as shelters, playgrounds, planting areas, etc. Plaques or markers for these larger memorial or tribute items will be designed and costs estimated during the planning of the new park addition.

End of Clark County Parks and Lands Memorial Policy





# Clark County Parks Advisory Board



## Agenda Item

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Date: 1/09/2024

### Agenda Item: Gate Agreement Policy Discussion

Action Item  
Informational  X  
Item

#### Overview:

In the past, Parks and Lands has granted access gate agreements to private property owners adjacent to park and opens space parcel. The gate provides an access point for an individual property as opposed to an entire community. This practice has occurred without a clear set of policy guidelines, allowing access private access to developed and undeveloped parcels. In some cases, these access points may not be appropriate and may have habitat or maintenance implications. Parks and Lands staff proposes the development of a policy that ensures future private access gate agreements do not violate environmental regulations nor state and county regulations. The proposed policy would also seek to clarify a clear process for making a gate access request by an adjacent property owner followed by a clear process for consideration and ultimately approval.

**Prior Action by PAB:** None

**Action Requested:** None at this time

**Attachment:** None

**Prepared By:** David Stipe