

Street Furniture Donation Policy

The City of Highland Park (“City”) occasionally receives requests from families or organizations seeking to memorialize a Highland Park resident through a donation of street furniture with an honorary plaque affixed. The following is the City’s standards and procedures for the installation and care of donated street furniture to be located on City property or right of way.

1. Purpose

The purpose of the following Standard Operating Procedures (“SOP”) is to establish standards and procedures for the installation and care of donated street furniture paid for through a cash donation made to the City by a donor.

2. Types of Donations

The City will consider donation requests for benches with affixed memorial or commemorative plaques to be located on City property or right of way. The City will consider other types of street furniture donation proposals on a case by case basis. Proposed street furniture donations shall be evaluated by the City with the following conditions: 1) the proposed street furniture will provide a public benefit and meet a need of the City; 2) the proposed furniture shall not impose an undue or unattainable maintenance burden on the City; 3) the proposed furniture will fit with the streetscape and aesthetics of the proposed location; 4) the street furniture shall not require the relocation of other equipment or infrastructure to accommodate the donation; 5) the street furniture shall not be installed in a location deemed to present a public safety concern and 6) the furniture shall not interfere with activities or block pedestrian thoroughfare.

Materials of donated street furniture will be of excellent quality to ensure long life, resistance to wear and tear, and to acts of vandalism, and be able to withstand outdoor conditions without unreasonable deterioration. Final approval of furniture materials will be at the City’s discretion.

The City will also consider donations of public art. Public art donations shall be reviewed by the City’s Cultural Arts Commission who shall make a recommendation for final consideration by the City Council.

3. Term of Donation

Donated street furniture shall be maintained through the useful life of the furniture. Should the furniture reach the end of its useful life or be destroyed, the City will attempt to notify the donor that the furniture has reached the end of its useful life and will be removed and to offer the opportunity to donate a new piece of street furniture. Should a plaque be damaged beyond legibility, destroyed, or stolen, during the useful life of the street furniture, the plaque shall be replaced by the City.

Commemoration of existing City owned benches are permitted. Should an existing bench be commemorated, the City will repair or refinish the bench finishes and affix a plaque.

All benches donated prior to the original adoption of this Policy will be grandfathered into this program.

4. Plaques

Plaques shall be engraved metal, 4” tall x 6” wide in size, with a half inch margin on all sides, and the font for inscriptions shall be “Arial” size 22. Inscriptions shall be in black text. The plaque text shall be limited to five lines. Plaque inscriptions may contain the logos of Highland Park based non-profit or governmental organizations. The City has the right to refuse any plaque text which violates this or



any other policy of the City or any applicable law, including but not limited to endorsement or opposition to political campaigns or ballot measures (applies to Federal, State, and Local campaigns); content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability; pornographic/sexual content; content that infringes upon any copyrights, trademarks or legal ownership; content that violates any City of Highland Park policies or any local, state or federal laws; content that encourages illegal activity; vulgar or profane language, personal attacks, or offensive comments that target or disparage any ethnic, racial, sexual orientation or religious group; or threats to any person or organization. Plaque design and text shall be submitted for review and approval by the City Manager. Prior to manufacture, the donor must review and approve in writing a design proof of the proposed plaque. The final approved plaque will be ordered and affixed to the donated street furniture by the City.

The existing plaques of donations grandfathered in accordance to Section 3 of this policy shall not be required to conform to the plaque requirements of this section unless the plaque is replaced.

5. Request Process

Street furniture donation requests shall be submitted to the City Manager's Office on a form acceptable to the City Manager. The City Manager's Office will present the donation request to appropriate City Departments for review. A staff member of the City Manager's Office shall serve as the primary contact between the donor, City departments, and other impacted parties.

Requests shall contain the following information:

1) Name of donor applicant; 2) Phone number of donor applicant; 3) Email address of donor applicant; 4) mailing address of donor applicant; 5) selection of bench donation or description of other street furniture proposal; 6) Proposed location of street furniture donation; 7) Proposed plaque text to be affixed to the furniture.

6. Agreement

Upon the City Manager's approval of the street furniture donation and location, the donor shall sign a donated street furniture agreement on a form acceptable to the City Manager and Corporation Counsel which shall bind the donor to the terms and conditions of this policy.

7. Cost

- a) Upon the City Manager's approval of the street furniture donation and location, the donor shall provide payment to the City which shall cover the full cost of the street furniture and plaque purchase, installation, and the assessed cost to sufficiently cover anticipated on-going maintenance of the donated street furniture during its life expectancy. On-going maintenance costs shall not negatively impact resources available for maintenance of other City facilities and infrastructure.
- b) Upon the City Manager's approval of a request to commemorate an existing City owned bench, the cost shall be equal to the cost of procuring the subject bench at the time of the request, the plaque procurement cost, and parts and labor to repair and refinish the bench and to affix the plaque. The cost of procuring the subject bench shall be determined by the City by either referring to the cost of the most previous bench procurement or by obtaining a quote to procure a bench of the same style. Should the City be modifying its streetscape and the bench to be commemorated is no longer befitting of the streetscape design, the bench shall be replaced and the costs shall be as specified in subsection 7a of this policy.
- c) The street furniture shall not be procured until payment is received by the City.

8. Location

The proposed street furniture donation shall be conducive to maintaining the streetscape of the surrounding area at the subject location. The donated street furniture shall not interfere with the enjoyment of or accessibility to any City amenities. The donated street furniture shall not unduly interfere with existing maintenance activities for the area in which it is installed. Under no circumstance will donated street furniture be installed in a location which presents a public safety concern as deemed by the City.

The City will maintain a list of available locations for bench donations to assist donors in selecting a viable space to donate a bench.

Proposed locations shall be reviewed by the City Manager's Office, Community Development, Fire, Police, and Public Works Departments. Business and property owners whose property boundaries are within a 100 foot radius to the proposed location of a new piece of street furniture shall be contacted and offered an opportunity to provide feedback on the proposed donation. Should a proposed location not be acceptable to the City, efforts will be made to find acceptable locations for proposed donations, however the City makes no guarantee that location requests for furniture donations will be honored.

9. Installation

Installation, repair, or refinishing of donated street furniture including any affixed plaques shall be completed by City staff or approved contractors. Installation, repair, or refinishing will be scheduled at a time and date as determined by the City so as to not unnecessarily interfere with surrounding activities, vehicular or pedestrian traffic at the donation site.

The City Manager's Office will assist the donor with scheduling a dedication ceremony if requested.

10. Disclaimers

- a) The City Manager, at his or her discretion, may deny any proposed donation to the City.
- b) The City understands that donated items may have sentimental value, however, the donated street furniture shall not be considered to be a memorial or shrine, thus the placement of decorations, flowers, wreaths, pictures, etc. at the site or adding any fixtures to the donated street furniture is not permitted and will be removed.
- c) The City is not obligated to replace donated street furniture or plaques if stolen, vandalized, beyond its useful life, irreparably damaged or destroyed except as authorized by the City Manager.
- d) Donors may request to replace existing plaques through a request submitted with the City Manager's Office. Replacement shall be completed by the City.
- e) Maintenance of the donated street furniture is the responsibility of the City. All donated street furniture will be maintained in a manner equal to other City property. The City will determine the level of maintenance for the donated street furniture based upon available budget funding and the type of care needed to reasonable maintain the donation.
- f) The City reserves the right to remove or relocate donated street furniture and associated plaques when the street furniture surpasses its useful life, if it interferes with site safety, maintenance, construction, or renovation. If the donated street furniture needs to be relocated, the City will attempt to contact the donor to discuss alternate locations, with the City providing final approval of the new location.
- g) It is the responsibility of the donor to provide the City with a current phone number and mailing address for purpose of notification regarding their donated street furniture. Notification by the City to the donor shall be made by either email, phone call, or depositing



a notice letter with the United States Postal Service via first class mail. The City shall not be held responsible for failing to notify the donor for mail that is returned to the City due to invalid mailing address for the donor, emails that are returned to sender due to invalid email address, due to emails that go to the recipients spam folder, or due to a non-working phone number for the donor on file with the City.

- h) The City reserves the right to replace donated street furniture should the City undertake streetscape modifications. If the City replaces a street furniture piece, the plaque shall be removed from the old street furniture and affixed to the new street furniture.