

City of Nevada City
Parks & Recreation Department
Policy for Placement of Items in City Parks and Open Space
Adopted September 25, 2013
Updated December 2015

This policy was created to insure that the parks and open space areas owned by the City of Nevada City are preserved in such a way that they remain well maintained, open and usable for our current and future residents and visitors.

While memorials and new amenities may enrich a park experience for park users, public open space is also a very precious commodity, and new memorials, amenities and facilities should be carefully reviewed to balance these two public benefits to protect the greater good. Any new structures should represent community values, and be mindful of future generations.

Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. Durable materials should be used to stand up over time. The City also wants to insure that no one park or space reaches a saturation point. Therefore, within this policy, placement of memorials has been limited to specific locations.

Improvements made in public spaces become the property of the public.

The policies and processes provided herein should be followed prior to any new structure, play equipment, benches, facility, etc. being placed in a Nevada City park or open space owned and operated by the City.

Any person or organization requesting to place, fund or construct a new amenity in a City park or open space property should be directed to the Parks & Recreation Supervisor. It is assumed in the following policy and procedures that all projects are fully funded by an individual, organization or has been included in the City's budget.

Memorials:

Memorials are smaller or common items that are requested for placement in City Parks to honor a family member or friend. Examples: bench, plaque, tree, etc. Any items not fitting this description shall follow the procedures for "New or Re-constructed Facility".

Any individual or family requesting to place a memorial should complete a Memorial Placement Request Form (Appendix A). A list of options for placement of memorials has been provided in Appendix B. To take advantage of one of these memorial placements, the individual making the request will need to cover all costs for materials, installation and maintenance. Bench and plaque styles will be chosen by the City. The fee for this will be adopted by the City Council in the form of a Fee Schedule for Memorials.

If the individual would like to request a memorial that is not included on the pre-approved list, their project request will need to be presented to the City Council for approval. In addition, any requests for a tree will need to be approved by the Public Works Superintendent to insure that the type of tree will grow in this area, match the current landscaping and be located near watering lines to avoid extra maintenance needs or costs.

Placement of benches along Hirschman and the Environs Trail is managed by the Bear Yuba Land Trust (BYLT) within the guidelines provided by the Memorandum of Understanding (MOU) between BYLT and the City (Appendix C). There are a limited number of bench locations along the trails. A diagram of the potential bench locations can be found in Appendix C along with the agreement.

Memorial plaques shall be no larger than 12" x 12" with lettering no larger than 1". Wording for all plaques must be approved by City Council.

Memorials Placed Prior to the 2015 Updated Adoption of this Policy

Placement of new items will have a fee associated with them to cover long term maintenance of the item. Items that were placed prior to the adoption of this updated policy will be maintained in the following manner:

If a bench, tree or plaque is in a state of disrepair, has been destroyed by Mother Nature or vandalism, or goes missing the following steps will be taken:

1. The person or group who donated that item will be contacted to see if they would like to fund the replacement of the item. If they would, staff will re-install the replaced item.
2. If the person or group does not want to replace the item: trees and plaques will not be replaced. Bench locations will be added to our list of available bench locations to be memorialized by another person or group.

Playground Equipment:

There is only one playground owned and operated by the City of Nevada City. It is located in Pioneer Park. Most of the playground equipment has been funded by the Nevada City Lions Club. When equipment for the playground needs to be replaced or additional equipment is desired—the following steps will be taken:

1. The Parks & Recreation Supervisor will first approve the desired equipment to insure that based on installation regulations, the equipment can be placed within the boundaries of the existing playground to meet safety and ADA requirements.
2. The Public Works Superintendent will then approve the use of Public Works employees for the installation of the equipment or recommend that the equipment be installed by a professional.
3. New equipment can then be installed.

New or Re-constructed Facility:

New or re-constructed facilities include monuments, historical artifacts, Eagle Scout projects, recreational amenities, etc.

The following steps will be taken for any proposed projects on City properties.

1. A Project Proposal Submission Form (Appendix D) shall be completed.
2. The project will be presented to the Parks & Recreation Supervisor.
3. The Parks & Recreation Supervisor will then request written comments from other appropriate staff members on the project.
4. Staff comments should be addressed and then the project will be presented to the City Council for direction.

Recognition Signs:

Recognition signs have historically been placed next to Eagle Scout projects and new facilities. Any signs or plaques placed next to a facility or structure that has been donated shall fit within the following parameters:

- Signs/plaques shall be no larger than 20" x 20"
- Lettering shall be no larger than 1"
- All signs/plaques will be approved by the City Council

Wording and Language:

The wording/language that is proposed for any recognition sign, Eagle Scout project, memorial, etc. shall be approved by the City Council.

City of Nevada City Memorial Placement Request

This form is intended to collect all necessary information from an individual, family or organization who would like to place an item on City owned property as a memorial. All memorials, materials needed and labor must be funded by the person, family or organization making the request. The information on page one may be viewed by the public if presented at a public meeting. The information on page two will only be viewed by City staff.

Contact Name: _____

Item that you would like to have placed on City property (ie: bench, tree): _____

Location where you would like the item placed: _____

Person being honored by memorial: _____

Significance of this location: _____

Amount of funding you have available for this project: _____

I am requesting to place a plaque with my memorial

Wording that will go on the plaque: _____

Contact Information

Contact Name: _____

Phone #: _____ Alternate Phone #: _____

Mailing Address: _____

City, ST Zip code _____

Email Address: _____

<p>For Office Use</p> <ul style="list-style-type: none"><input type="checkbox"/> Memorial Placement Request Form completed<input type="checkbox"/> Memorial meets Appendix B approvals<input type="checkbox"/> Tree – approved by Public Works Superintendent<input type="checkbox"/> Plaque wording provided

MEMORIAL PLACEMENT OPTIONS

UPDATED: October 2015

Calanan Park

There are no suggested locations for memorials within the boundaries of Calanan Park. The park does not have open space for any benches and has plenty of seating at this time. If changes are considered for the park, this could be re-visited.

Environs/Tribute Trail

As noted within this document, the Environs Trail has bench locations available. The Bear Yuba Land Trust will work with individuals interested in these locations. Memorial benches will only be placed as noted in Appendix C.

No memorial locations are recommended for the section of trail from Champion Mine Rd. to the NID ditch.

Hirschman Pond Property/Trail

As noted within this document, Hirschman's Pond has bench locations available. The Bear Yuba Land Trust will work with individuals interested in these locations. Memorial benches will only be placed as noted in Appendix C.

Miners Trail

No memorials recommended.

Nevada Mine/Stiles Mill

Due to the Brownfield's Clean-up grant that is in process at this time, no memorials are suggested for this property.

Old Airport

Due to the un-developed nature of this property, no memorials are recommended at this location.

Penzance Park

No memorials recommended.

Pioneer Park

A map of Pioneer Park is attached with recommended bench locations. These benches can be memorials or donations from an individual or organization.

Robinson Plaza

No memorials recommended.

Sugarloaf Mountain

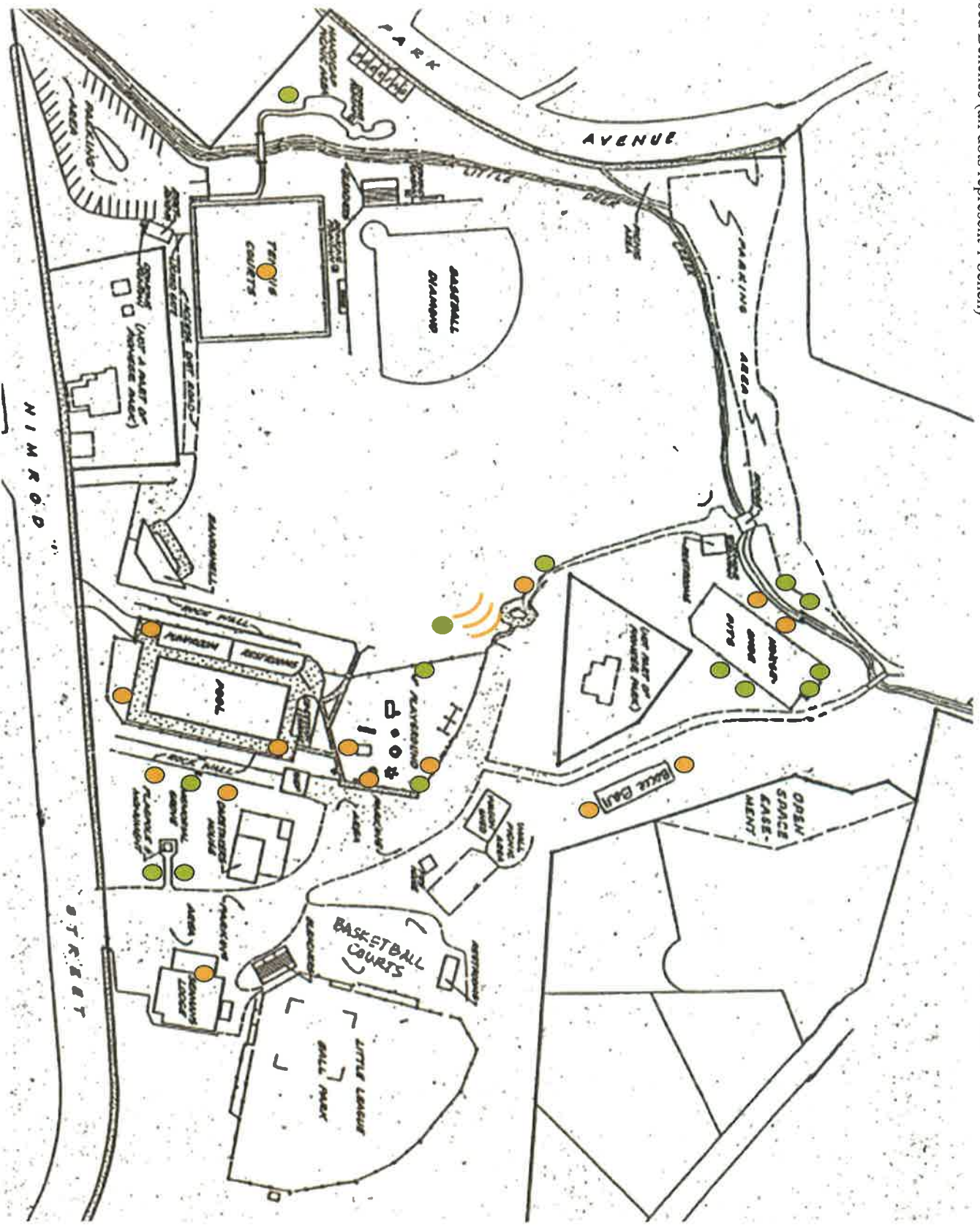
Three bench locations have been approved for this location and have already been approved for installation.

Existing Benches (some dots may represent 2 benches)

Existing Benches (amphitheater)

Proposed Benches (all dots represent 1 bench)

Pioneer Park Bench Locations



MEMORANDUM OF UNDERSTANDING
CITY OF NEVADA CITY, CALIFORNIA
AND
NEVADA COUNTY LAND TRUST
FOR
TRAIL CONSTRUCTION AND MAINTENANCE

Introduction

This Memorandum of Understanding (MOU) describes the relationship between the City of Nevada City, a public entity, hereinafter referred to as "City", and the Bear Yuba Land Trust, a private, non-profit group, hereinafter referred to as "BYLT", in their joint efforts to provide non-motorized public trails within the sphere of influence of the City.

WITNESSETH

WHEREAS, the BYLT has been operating since 1991 and is a member supported group promoting voluntary conservation of Nevada County's natural, historical, and agricultural resources through protection and enhancement of trails, parks, and open spaces to provide a lasting community heritage; and

WHEREAS, the goals of BYLT are accomplished by acquiring land, conservation easements, and development rights by donation, purchase and other means through voluntary, private action; and

WHEREAS, BYLT was the lead agency responsible for the construction of several trails in western Nevada County; and

WHEREAS, the City recognizes that one of the essential elements of enhancing the quality of life in the City is the construction of parks, recreation programs and facilities, open space and trails; and

WHEREAS, the City has or will obtain public land where trails are proposed and/or planned; and

WHEREAS, the City supports trail development that links park facilities, neighborhoods, schools and other community facilities; and

WHEREAS, it is mutually beneficial for the City and BYLT to collaborate in the development, operation, and maintenance of non-motorized trails,

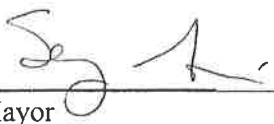
NOW, THEREFORE, in consideration of the above recitals, the parties agree as follows:

1. To establish the procedure and responsibility for accomplishing the location, design, construction, operation and maintenance of trails on land owned by the City of Nevada City.
2. In concept BYLT agrees to:
 - A. Provide assistance to the designated City representative to plan trail alignments on City property.
 - B. Prepare project descriptions suitable for CEQA review.

- C. Secure easements from private landowners for trail segments to be built over private land that provides connections to City property.
 - D. Secure grants and private funding to purchase service of contractors to construct the trail(s).
 - E. Organize and supervise volunteers to assist in the construction of trails.
 - F. Manage a trail adoption program for trails as agreed to by the City.
3. In concept the City agrees to:
- A. Insure that each project complies with CEQA, the City's General Plan, Parks and Recreation Master Plans and any other applicable laws, regulations, and permitting requirements.
 - B. Provide BYLT with written approval and assist with obtaining encroachment permits for trails constructed on city property.
 - C. Provide assistance in the construction of the trail using the City's equipment, personnel, and funds to the extent they are available and agreed upon through the budget process.
 - D. Reimburse BYLT for services provided in accordance with terms of contract or purchase agreements executed by both parties.
4. Both Parties agree to:
- A. Only proceed with a project when a letter of agreement has been received and signed by both parties describing the details of a specific project.
 - B. Carry out all of their responsibilities under this agreement in a timely fashion, and to the extent possible, will do nothing to jeopardize the cooperation and goodwill of any willing donors, grantors, volunteers or other members of the public.
 - C. Consult with the other party before preparing any information about the trail project for public distribution.
 - D. Provide a designated representative to carry out the terms of this MOU. The designated representative for the City shall be Dawn Zydonis, Nevada City Parks & Recreation Supervisor; and the designated representative for BYLT shall be Bill Haire, Trails Coordinator.
 - E. Termination of this agreement may be initiated by either party and will be effective upon delivery of written notice the other party by the signer of this agreement.
 - F. Two originals signed this 14th day of August, 2013 in Nevada City, CA.

CITY OF NEVADA CITY

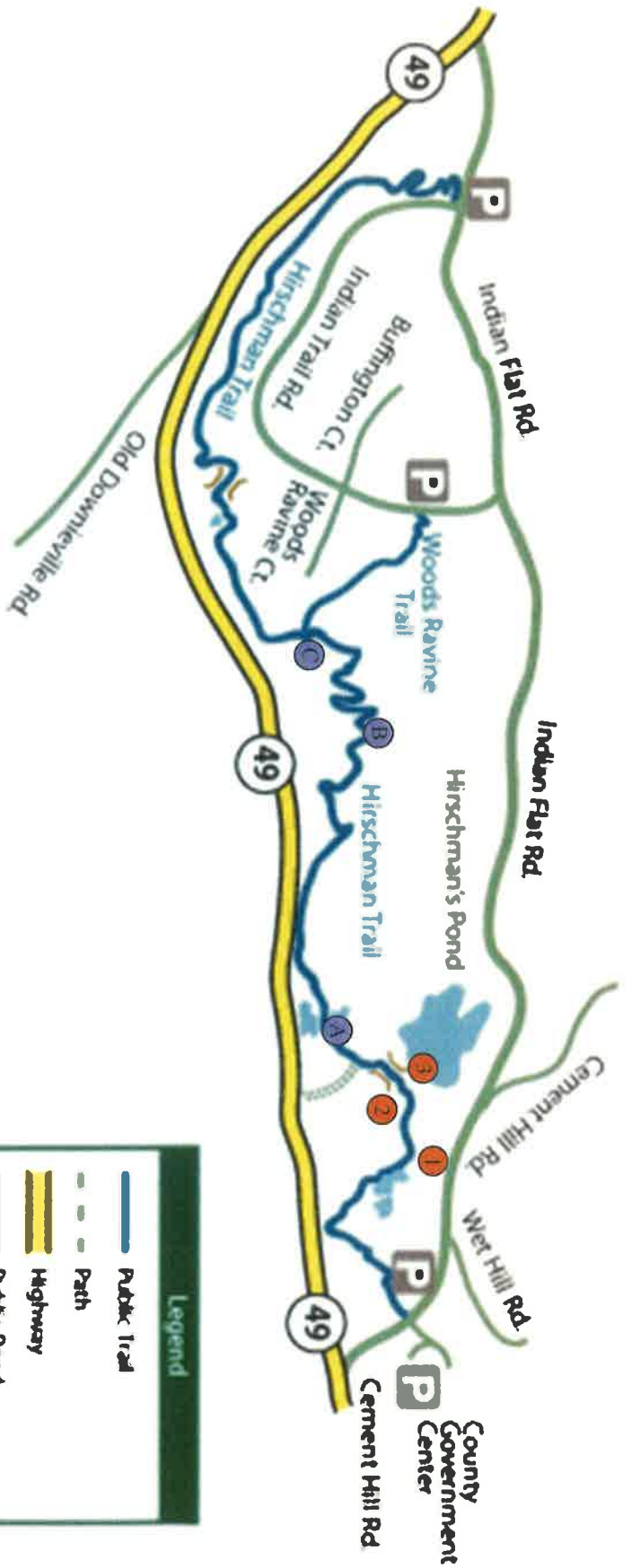
BEAR YUBA LAND TRUST



Mayor
Sally Harris



President
Joe Byrne

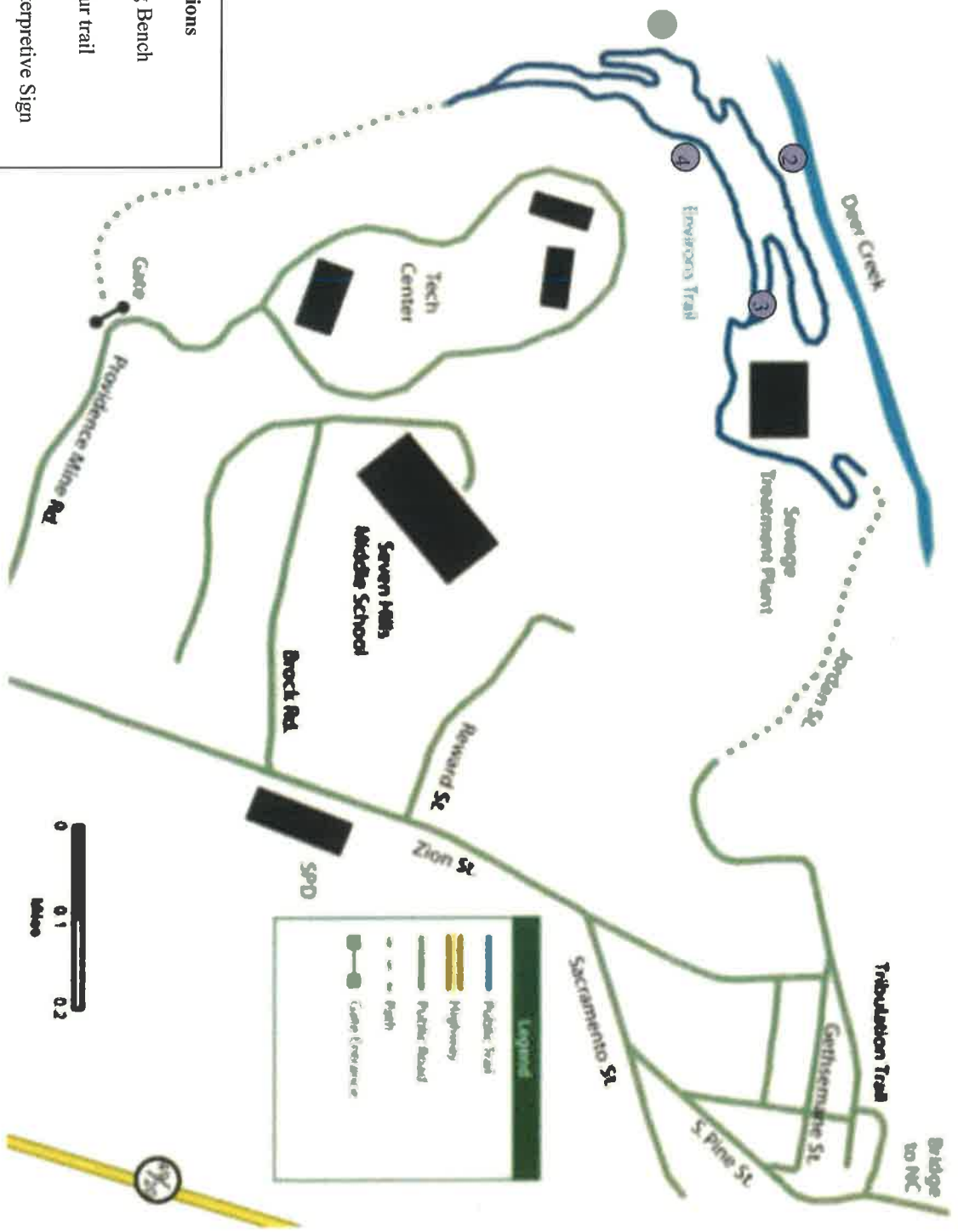


- Current Bench Locations**
- 1 Memorial Bench
 - 2 Memorial Bench
 - 3 Next to the Pond
 - After hiking out of Woods Ravine
- Available Bench Locations**
- Near the first bridge past the pond
 - At the Woods Ravine Trail

Legend

- Public Trail
- Path
- Highway
- Public Road
- Parking
- Bridge
- Pond

- Bench Locations**
- Existing Bench
 - Near spur trail
 - Near Interpretive Sign
 - Near Interpretive Sign





City of Nevada City
Proposed Project Submission

The purpose of this form is to communicate with the City about a project that is being proposed on City property, needs City administration or requests City partnership. The City Manager will review and provide direction about how to proceed with the project proposal. A list of City processes and timelines is included at the bottom of this form. This form is to be submitted to the City Manager (City Hall, 317 Broad St, Nevada City, CA 95959). Allow at least 2 weeks for the City Manager to respond.

Applicant/Organization Information

Applicant/Organization: _____

Contact person: _____

Phone #: _____ email: _____

List any other parties/organizations involved in the project: _____

Project Information

Project Title: _____

Briefly describe the project (A more detailed description of the project may be required at a later date.):

Describe how the project needs City involvement (ie: on City property, need the City to be the fiscal lead, etc). _____

Describe how the project will benefit the City, its residents and/or the community? _____

List efforts undertaken to gather public opinion and community support: _____

Type of Support Needed from the City:

- 1. Letter of Support YES NO
- 2. # of staff hours per month _____
 Dates/duration of project that this staff time is needed: _____
- 3. Other: _____
- 4. Other: _____

Funding Sources:

- a. Total cost of the project: _____
- b. Amount provided by organization: _____
- c. Amount requested from City: _____

(OVER)

- d. Amount provided by Grant funds: _____
 What grant is the organization planning to apply for? _____

 Attach a copy of the Grant Application Packet or a website address to the information: _____

- e. What maintenance is required once the project is complete? _____

 Is there future funding available for maintenance of the project? Explain: _____

City Process:

Once your form is submitted to the City Manager, the following steps may occur.

- a. A staff member may be assigned as the Project Manager.
- b. The information distributed to City Staff for comments. This process can take 2-3 weeks for staff to return comments and/or conditions. In addition, if it is determined that the project requires environmental review, that process can take up to 3 months.
- c. Presentation to City Council for direction/approval of the project. The City Council only meets the 2nd and 4th Wednesday of each month. Agenda items must be prepared and turned in to City Hall in advance. Placement on any council agenda is determined by the City Manager.
- d. The City may require deposits or fees be paid for staff time in reviewing and implementing projects or grants.
- e. Projects may need to be presented to the Recreation Committee or Planning Commission. These bodies meet once each month.
- f. Some projects may require a signed Agreement or Memorandum of Understanding (MOU) between the City and the Organization.
- g. A monthly written status report from the organization may be required during the planning and implementation process.

FOR CITY HALL USE		
Is the project a priority for the City? Explain: _____ _____	YES	NO
Is the project on the City's... <ul style="list-style-type: none"> <input type="radio"/> Capital Improvement Project List (CIP) <input type="radio"/> General Plan <input type="radio"/> A Master Plan (Pioneer Park, Hirschman's, etc): _____ <input type="radio"/> Strategic Plan <input type="radio"/> Other: _____ 		
Does the project match the City's Mission/Vision? Explain: _____ _____	YES	NO
Would the project interfere with another project that is on the CIP? Explain: _____ _____	YES	NO
Staff member assigned as Project Manager: _____		