



**PARKS, RECREATION, &  
NATURAL RESOURCES  
COMMISSION**

Date: February 10, 2020  
Time: 6:00 PM  
Location: Common Council Chambers,  
3rd Floor, City Hall

**AGENDA ITEMS**

Item	Voting Item?	Presenter(s)	Time Allotted
<b>(1) 6:00 PM Call to Order</b> 1.1. Statements from the Public 1.2. Commission Response 1.3. Agenda Review, additions/changes	No	Chair, Monika Roth * We will adjust time if needed	15 Mins
<b>(2) 6:15 PM January 13, 2020 minutes – review / approve</b>	Yes	All	5 Mins
<b>(3) 6:20 PM Staff reports</b>	No	Jeanne Grace and Jim D’Alterio	10 Mins
<b>(4) 6:30 PM Old Business</b> 4.1. Memorial policy – final draft for BPW approval 4.2. Tree Retention Policy update from PEDC meeting 4.3. Update on Art in Parks status – info only 4.4. Art in Parks policy development  4.5. Park Grants: a. IURA due 2/28/20 - pursue Stewart Park playground installation for Wood St. Park b. County Parks grant \$5000 – prioritize ideas from last meeting (is it doable in 6 months?) 4.6. Six Mile Creek Trail Feasibility Study update (if any)	Yes	Monika Roth and Tyler Moeller Jeanne Grace Monika Roth Mark Darling, Emily Cotman, Monika Roth Scott Freyburger, Jeanne Grace, Monika Roth	30 Mins
<b>(5) 7:00 PM 2020 Work plan – Further discussion, assign work groups including advisors, identify tasks and timelines, discuss meeting schedules</b>	No	All	30 Mins
<b>(6) 7:30 PM Environmental reviews</b>	Yes	Dan Hoffman, Tom Shelley	15 Mins
<b>(7) 7:45 PM Member Announcements</b>	No	All	10 Mins
<b>(8) 7:55 PM Next meeting – Monday March 9, 2020 Presentation - Ithaca Children’s Garden</b>	No	All	5 Mins
<b>(9) 8:00 PM Adjourn</b>			

The Parks, Recreation & Natural Resources Commission is charged with providing the Common Council, appropriate committees thereof, the City's quasi-judicial boards, and staff with advisory research, public input, and analysis for matters related to the City's parks & recreational facilities, natural areas, trees, waterways, and environmental impact.

If you have a disability that will require special arrangements to be made in order for you to fully participate in the meeting, please contact the City Clerk at 274-6570 at least 48 hours before the meeting.

*Out of consideration for the health of other individuals, please refrain from using perfume/cologne and other scented personal care products at City of Ithaca meetings. Thank you for your cooperation and understanding.*

## **DONATION & MEMORIAL POLICY FOR CITY OF ITHACA PARKS AND NATURAL AREAS**

**A. Summary.** This policy establishes the mechanisms by which monetary gifts to City of Ithaca parks and natural areas shall be accepted by the City. Donations covered by this policy encompass the installation and maintenance of structures, amenities, plants, and other features as deemed necessary for enhancing City parks, natural areas, and the City Cemetery.

**B. Purpose.** In accordance with New York State General City Law § 20(3) and the existing City of Ithaca Solicitation and Gifting Policy, the City is prohibited from soliciting donations but may choose to accept donations. With this policy, the City will accept donations for parks, natural areas, and the cemetery subject to the guidelines outlined below. This policy is intended to:

- 1) Provide a standardized process for members of the community who wish to make a donation or establish a memorial.
- 2) Ensure donations, especially for new memorials, structures, amenities, plants or other features, will benefit City parks and natural areas.

City parks, natural areas, and cemeteries are managed by the Parks and Forestry Division of the Department of Public Works (DPW) except for Cass Park which is managed by the Ithaca Youth Bureau (IYB). Policies and procedures for City parks and natural areas are established and overseen by the Board of Public Works, subject to Common Council Review. The Parks, Recreation and Natural Resources Commission (PRNR) provides advice and public input to the Board of Public Works and the City on matters pertaining to parks and open spaces and their access and use by the public.

### **C. Establishment of a Dedicated Account for City Parks, Natural Areas, and Cemeteries.**

In order to ensure that memorial donations made under this policy are used solely for the benefit and improvement of City parks, natural areas, and the cemetery, a dedicated account will be created where all unrestricted and memorial donations will be directed, and used as needed by the DPW/IYB staff for the installation and maintenance of new memorial structures, amenities, and plants as recommended by PRNR, as well as for the general maintenance and improvement of the parks, natural areas, and cemetery.

### **D. Donation Guidelines.**

**I. General Donations:** The City of Ithaca accepts unrestricted gifts of \$100 and greater to be used for the general purpose of improving and maintaining City parks, natural areas, and the cemetery as determined by IYB/DPW staff. Gifts are utilized at the discretion of city DPW/IYB staff overseeing parks, natural areas and the cemetery, and are directed to areas of greatest need.

**II. Memorials:** Memorial gifts will be accepted for specific items, amenities, projects pursuant to their necessity and suitability. Requests for memorial installations must be selected from the on-line registry listing needed, suitable items for each park or natural area as determined by DPW/IYB staff. The registry of items can be found on the City website or provided to interested donors by staff upon request.

- a. **Memorial Tree Donation:** The establishment of a memorial with a new or existing tree in a City park, natural area, or cemetery will be created with a donation for a new tree or for existing tree. The memorial tree will be maintained for ten years. After 10 years, the memorial may be renewed with an additional donation and be maintained for an additional 10 years. Should the tree perish within the ten-year period, the tree will be

replaced no more than once. Donor may request the tree's location from the registry but the City retains final discretion over the specific location of memorial tree and may deny or propose an alternative location based on where a tree is most needed. A plaque or tag will be placed on or near the memorial tree.

- b. **Memorial Bench Donation:** The establishment of a memorial with a new or existing bench and plaque in a City park, natural area, or cemetery will be created with a donation for a new bench with plaque or for an existing bench with plaque. The bench and plaque will be actively maintained for ten years. After 10 years, the memorial may be renewed with an additional donation and be maintained for 10 years. Donors may request the bench location from the registry but the City retains final discretion over the specific location of memorial bench and may deny or propose an alternative location based on need.

**E. Donation Procedure.** An application form must be submitted for all donations. Donor will specify donation (tree or bench), location preference (based on the registry listings), and plaque wording for benches. Forms must be received by September 1<sup>st</sup> for consideration and approval. Submitted forms will be reviewed by the PRNR Commission at its October meeting and make a recommendation for approval in consultation with DPW/IYB staff, as appropriate. Proposed donations will be presented to BPW for their review in November annually. The City retains final discretion to deny requests that are found to be unsuitable. Pending approval, donors will be notified and project details discussed with City staff. Project installation will be scheduled by staff, generally in spring depending on the workload.

For applications that are approved in November, donation payment to the City must be received within 60 days (by Jan. 31) in order for a project to proceed late winter/spring of the next year.

**F. Policy Approval.** This policy was prepared by the Parks, Recreation and Natural Resources Commission with consultation by the Department of Public Works and Ithaca Youth Bureau. This policy was approved by the Board of Public Works on Month, Day, Year.

## ART IN PARKS - VISION, POLICY, PROCESS

Discussion – Jan. 13, 2020 – input from PRNR members

Assigned to committee: Mark Darling, Emily Cotman, Monika Roth

### **VISION Statement for ART in Parks:**

#### **WRITE ONE!**

### **Policy/Criteria**

Art in Parks MUST meet the following criteria:

1. Be in alignment with intended purpose of the park (have suggested design guidelines per park)

Next steps:

-state/describe the intended use for each park...like playground, sports, etc.; also in some parks we may not want any art at all - how we do this- go visit each park; maybe look up any history associated with park acquisition

-Pre-determine where Art might fit in each park – visit each park, discuss use of park and identify if art would be appropriate and where it might best fit...

-neighborhood parks vs regional parks (Stewart, Cass) different considerations

-check to see if there are any state restrictions to what can be placed in park lands (if the park was acquired with state money)

2. Complement the aesthetic/atmosphere of the park

Who/how is this determined? Might be tricky

3. Enhances or contributes to the overall park experience/aesthetic

Who/how is this determined? Might be tricky

4. Adds necessary park infrastructure/amenities – such as a water fountain, bench, trash bin, play structure, dog waste bin, etc.

- Should we develop a list of functional art we would consider for each park and solicit projects

5. Each proposed piece shall be considered “temporary” with a tenure based on the likely lifespan of materials. Seasonal installations are permitted. Multi-year installations will be approved based on the expected lifespan of materials. Installations that become unattractive before the term expires will be subject to order of removal.

6. Community/neighborhood input/ collaborative process

**Factors to review: [Look at NYC criteria] –**

Does the art enhance the park experience, in what ways?

Does the art have a function/serve a purpose?

Is there a historical connection or does it say something about a prior use, neighborhood, etc.

Scale/size, weight, scope – size will influence the location

Materials to be used, colors, etc.

Artistic appeal/quality of piece – (this may be more of a Community Life Commission decision but PRNR should comment)

What risk does the piece pose; are there sufficient safety measures taken

Maintenance considerations – is there an endowment for maintenance?

Expected life span –

Is the artists estimate of construction cost realistic?

Can the art be insured?

Time it will take to construct, time of year

**Application** – should state: who, why, what is the intent, etc.

Experience with other public art installations

Statement from the artist why they seek to locate art in park, which park?

Also applications should an agreement for Photo release, Evidence of Insurance, Hold Harmless?, something about the city having the right to ask the artist to remove if the art proves to be a public nuisance, etc..

Does Community life have a Public Art Application? If so, then it seems all we need is a copy of it when art is proposed for location in a park.

**Process**

- 1) Proposals for Art go to Community Life Commission – first vetting of art appropriateness
- 2) Community Life refers proposal to PRNR if it art is proposed to be located in parks
- 3) PRNR reviews the proposal –
  - is there a specific park suggested
  - is art appropriate for the park
  - where might the piece best be sited
  - apply review criteria (suggestions above)
- 4) **Process for PUBLIC INPUT** –
  - a) Neighborhood Parks
  - b) Regional Parks (Cass, Stewart)
- 5) PRNR makes a decision/recommendations – sends them to Community Life
- 6) If CL disagrees with PRNR, then we take our comments to PEDC and Council

## From 2003 Public Art Plan

City of Ithaca Economic Development Plan 2003 excerpt ..... “The City of Ithaca recognizes the important role that public art can play in the quality of the built environment and its relationship to the economic vitality of the city. As such, public art should be incorporated into development projects in the city. The addition of a variety of art in public spaces will enrich the everyday experiences of residents and visitors, create a sense of place, and contribute to the visual vitality of the city’s public environment. Studies have shown that public art can promote enhanced tourism and be important components in economic development, contributing to a region’s livability and quality of life – factors in attracting and retaining businesses and employees.

“Art should be used to humanize overly architectural spaces, to soften edges, to bridge between people and the overwhelming scale of buildings. Art should address the specific site whenever possible – incorporating visual cues, historical context and social aspects of the space. Art should make people think, not just serve as visual embellishment. It should do so in a way that is visually pleasing, which, although quite subjective, can be defined by the incorporation of basic visual harmonies ... . The art should inform, but not antagonize the general populace. The work should create dialogue and possibly debate but be open to interpretation so that viewpoints other than that solely of the artist can be expressed.”Rob Licht, sculptor

Mission: The plan’s mission is to enrich the everyday experience of residents and visitors by engaging them in art acquisitions, art donations and loaned art displayed in the city’s public places. The primary focus is on outdoor art. The plan also suggests ways to support inclusion of art and artist ideas in private development projects.

Overall - 1. Artistic merit and quality of work 2. Safety and durability of work 3. Unrestricted public viewing of work 4. Administration of work (shipping, installation, maintenance) 5. Balanced inventory in the permanent collection Specific - 6. Artist’s demonstrated ability to respond to the project site and context 7. How work fits into the natural or built environment of the site 8. Compatibility with established patterns of use of the site 9. Established objectives of the acquisition program 10. Use of community input in design.

## PRNR Work Plan Goals 2020

### Progressing

### Anticipated next steps/completion

- |  |   |
|--|---|
| -Memorial Policy   | revise slightly, provide BPW final version in Feb, with a resolution, promote in spring (add to city website) |
| -Deer – Six Mile Creek                                   | Jeanne working with the Town; Feb implementation  |
| -Geese   | Jeanne will be in touch with the US Fish & Wildlife   |
| -Park Signage  | In city budget - finalize design & installation plans   |
| -Parks information on City Website                       | Jeanne is Working with Melanie and Melody   |
| -Private property tree removal aka Tree Retention Policy | Planning & Econ Dev agenda – January – next steps TBD<br>STAC input   |
| -Better document management system                       | Google docs – Tyler & Debbie  |

### Work to move forward on in 2020

- |  |   |
|--|---|
| -IURA Grant for park infrastructure  | Prioritize the installation of SP play equipment that was removed and move to Wood St. Park<br>Due Feb. 28 – meeting in Feb to work on this                 |
| -County Grant for city parks \$5000  | March due date...brainstorm possible projects   |
| -Natural areas review  | Working group – Dan, Hannah, Todd B, Paul P., others?   |
| -Natural areas ranger position   | Need to make case for position by budget season (Aug)   |
| -Establish a Parks & Rec Department  | Review other similar sized cities, make a case why for 2020 budget or 2021?   |
| -Adopt a Park  | Group to work on this? Visit parks, outreach meetings in Neighborhoods, find out what residents would like to see in parks (this also relates to donations) |
| -Green space requirements for new development projects --<br>(Relates also to ADU and Biophilia goals) | Group to work on this – Scott, Tom, others  |
| -Green New Deal input  | Make sure that the value of trees and greenspaces are understood and accounted for; meet with Sustainability Coordinator                                    |
| -SEQR Review for development projects  | -ongoing review process – Tom, Dan, others?   |
| -Deer program for entire city  | Study, recommendations – options – set timeline   |