



PARKS AND RECREATION
Town of Chapel Hill
200 Plant Road
Chapel Hill, NC 27514

phone (919) 968-2784 *fax* (919) 932-2923
www.townofchapelhill.org

Agenda: Town Council Naming Committee
Wednesday, April 12, 2017, 12noon-1pm
1st Floor Conference Room, Town Hall

Council Members: Mayor pro Donna Bell, Council Member George Cianciolo,
Mayor Pam Hemminger. Staff Liaison : Wes Tilghman

1. Welcome

Dedications and Memorial Inquiries

- a. Request from Friends of Chapel Hill Park and Recreation to place a sign recognizing the Friend's contribution to the trail stairs of the Bolin Creek Trail
- b. Memorial Bench to honor Lloyd Rippe

2. Review Final Draft of Catalog Program

3. Adjourn

Enclosures:

Letter of Request/Memorial Bench (Lloyd Rippe)

Letter of Request/Signage (Friends of CHPR)

Catalog Program Draft

Hello Pam, Mayor, and CH Naming Committee Member,

As the chair of the Friends of Chapel Hill Parks and Recreation I am requesting a sign informing the public of the Friend's funding of the Franklin Street to Bolin Creek Greenway Bike / Ped Stairway. As the project was funded by the Friends, we would greatly appreciate the opportunity to express that to the users and community. We believe this might help to stimulate donations to the Friends of P&R, which would help to fund future projects in Chapel Hill.

The proposed sign language is attached below. We propose two signs to be attached to the existing posts where the town has directional signs for the stairway. The attached document is a 2-page WORD doc. Page one is the exact layout and language on one of the existing signs. Page 2 is the proposed language for our signs.

We propose signs that would be made by the same vendor as the existing signs using the same font type, color, layout, and width, and to be mounted on the same posts in the same manner. They would be just below the existing signs. The only difference is that our signs would be smaller, 7" high instead of the existing 12" high signs.

The Friends proposes to pay for the signs.

We look forward to hearing back, and thank you for your consideration. The Friends of P&R are in anticipation of the next addition or improvement to the parks and recreation amenities in Chapel Hill in which we can take part.

Regards,
Neal Bench
FoCHPRG, Chair

--

Neal and Jeanette Bench

(919) 260-9058 (Neal)
(919) 593-1254 (Jeanette)

FRANKLIN STREET

(NORTH SIDE)

Arrow

WATCH FOR ICE OR WET SURFACE

FUNDED BY THE
FRIENDS OF CHAPEL HILL
PARKS & RECREATION

www.friendschparksrec.org

Wes Tilghman

Subject: FW: Memorial Bench in Chapel Hill
Attachments: Update_to_Proceduaral_Manual_Naming_Public_Facilities_Dedications_Memorial.pdf;
Application Dedication or Memorial.docx

From: Wes Tilghman
Sent: Thursday, February 23, 2017 11:30 AM
To: 'Heather Daniel'
Cc: nj397bench@gmail.com; Jim Orr; Rae Buckley
Subject: RE: Memorial Bench in Chapel Hill

Hello Ms. Daniel,

Thank you for patience as we've begun to review your note and request. As Rae Buckley mentioned, I'm the liaison for the Town Council's Naming Committee, for which we have a Dedications and Memorials procedure established for just such requests.

As Rae also mentioned, *"There would still need to be a discussion of the bench itself – where it would go and if it fits with the downtown streetscape plan, etc. So there may be several processes involved."*

While the policy might read a bit long (attached here), I wanted to share with you a paraphrased version below, and share an application with you, so that you may consider submitting.

Please forward your completed application to my attention. The Naming Committee meets on the 2nd Wednesday of each month for review.

I'm happy to answer any questions for you. Please don't hesitate to reach out to me.

Thanks. Be well, Wes

The Dedications and Memorials policy provides:

- a policy to guide Council, town staff and the general public on the placing and installation of dedication markers, plaque or memorials.
- a clear, open, equitable and accountable process for outlining and collecting the full cost of the marker, its design, installation, and routine maintenance.
- ensures that the design and siting of dedication markers, plaque or memorials is consistent with community interest.

A request to dedicate or memorialize a person, organization, entity or event may be initiated by one or more citizens, or donor of a property or a gift, an advisory board or commission, a Mayor or any Council member,

- a. A Dedication and Memorials Application ("Application") shall be submitted to the Town Council's Naming Committee.
- b. If consistent, a recommendation may be prepared for consideration by the Town Council.
- c. Donors must sign a statement with the Town, confirming terms and conditions.



PARKS AND RECREATION

www.chapelhillparks.org

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Marketing & Sponsorship Manager
Parks and Recreation
[Town of Chapel Hill](#)
200 Plant Road
Chapel Hill, NC 27514-5705

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Fax: (919) 932-2923

"Enhancing Lives, helping people Thrive!"

Follow Us:



From: [Heather Daniel](#)
Sent: Wednesday, February 1, 2017 8:21 AM
To: [Neal or Jeanette Bench](#)
Subject: Re: Memorial Bench in Chapel Hill

Good Morning,

I just wanted to make sure you received this email. I spoke with Big R's family and they are very excited about the idea and very confident we will be able to raise the money for the piece. I look forward to hearing what Ms. Buckley's suggestions might be as far as design (if it's artwork instead of a bench) and locations.

Hope all is well.

Thanks again for your help in moving this forward.

Heather

On Mon, Jan 30, 2017 at 11:25 AM, Heather Daniel <cpmhheather@gmail.com> wrote:

Hello,

A dear friend/family member of ours passed recently. If you're familiar with Bub O'Malley's on Rosemary St in Chapel Hill - Lloyd Rippe (or Big R as we called him) was the owner for nearly 20 years. He died Jan 22nd, 2017. Bub's was, and still is, a 2nd home to a lot of Chapel Hillians, and Big R touched many of their lives. Many met their spouses at Bub's and moved on to grow their families (including myself) all thanks to him.

Because Big R is now buried in New Jersey with his wife, we were hoping to have a bench or artpiece placed in downtown Chapel Hill for friends and family to remember him by. We would be happy to raise the funds to cover the creation and installation.

Thank you for your consideration and time,

Heather Daniel



CHAPEL HILL
TOWN HALL

**Town of Chapel Hill
Catalog Program**

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Catalog Program Purpose

As a component of the Town's procedures for dedications and memorials, this catalog program is developed to establish a minimum donation for small facility related equipment and supplies such as benches, commemorative trees, picnic tables, shade structures, computers, various works of art, etc. This catalog program is governed by the [Council's Procedural Manual, Section III, D-6, Policies for Dedications and Memorials](#).

Comment [WT1]: Review this paragraph

It is the intent of the Town to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, or otherwise benefit and beautify facilities. This program has been put in place to facilitate the process.

Contributions for a variety of facility related equipment and supplies may bear a small commemorative or dedication plaque or marker. This Catalog helps potential benefactors consider what their donation may acquire. Contributions for items included in this catalog program, shall cover all necessary design, installation and maintenance costs.

This program establishes guidelines, standards and procedures for the installation and care of donated facility improvements, as a result of donations. The program does not apply to buildings or land. The Town desires to encourage donations while managing the aesthetic impacts and mitigate ongoing maintenance costs. The development of public facilities is expected to be the result of careful planning and quality construction. This Catalog Program is provided to encourage contributions to public parks, trails and other facilities that:

- Cover the total cost of the project and installation
- Are sensitive to the design standards adopted by the town
- Are sensitive to the long-term cost and maintenance of the donated amenity
- Are sensitive to the overall visitor experience and preserve the visual character of the facility setting

Guidelines established by this program will apply to all donations made after the adoption of this program. The purpose of this section is to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation such as a tree, bench or picnic table, or other small facility related equipment on town property.

Standards for New Donations

Definition of New Donation: New donations are those made after the adoption of this program's effective date.

Acquisition or Purchase: The town and the community have an interest in ensuring the best appearance and quality of their public facilities. Park amenities and their donation acknowledgements (i.e. plaques and /or markers) should reflect the character of the facility and the community. The town staff will be responsible for the purchase and installation of all park elements.

Appearance and Aesthetics: All facility amenities shall be installed in such a manner that will not substantially change the character of a facility or its intended use. Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and appearance of the donated item. These adornments could also compromise the safety of other facility users or wildlife. Nothing shall be hung or tied to trees. Due to the possibility of being trampled; inability to maintain or lack of irrigation; landscaping around site installations shall not be permitted without written permission of the Town Manger or his designee. Placing wreaths, flowers, etc. at memorial sites will not be permitted without special permission from the Town Manger or his designee, and will be limited to specific community ceremonies.

Maintenance: Donated facility and park elements and/or their associated donation acknowledgements, become Town property. Upon acceptance of any donated facility and/or park elements, the term for which the element will be maintained shall be based on the estimated useful life cycle of the element The Town may resolve to remove the elements and their associated donation acknowledgement upon the completion of its useful life cycle. The donor may be informed and given the opportunity to take further action to retain the donated item at the expiration of the original life cycle.

Comment [WT2]: Added terms, congruent with D&M PPolicy, for term of useful life cycle, and twons ability to remove thereafter

In the event that an installation is damaged or vandalized beyond reasonable repair, and in the event the original applicant chooses not to wish to fund repairs/replacement, or the original applicant is no longer in existence, the Town may resolve to either repair or remove the elements and their associated donation acknowledgement.

Comment [WT3]: Added terms, congruent with D&M PPolicy, for term of useful life cycle, and twons ability to remove thereafter

Repair: The Town has the responsibility to maintain the donations subject to availability of current funds and resources. Selection of donated items shall take into consideration short and long-term costs of the amenity. Repair parts and materials must be readily available. Donated items must be of high quality to ensure a long life, be resistant to the elements, wear and tear and vandalism.

Cost: The Town has an interest that the donor covers the full-cost for the purchase and installation of any donated amenity. If the foreseeable maintenance of the amenity throughout its life cycle has a negative impact on the maintenance resources of the Town, the Town may ask that sufficient funds for on-going maintenance are included in the donation.

Works of Art Contributions: The proposed contribution shall be reviewed in accordance with the Town's Gifts of Art Guidelines, which shall include the review and recommendation of the Public Arts Commission and compliance with any guidelines adopted regarding donations of works of public art. Any time a Donation of a work of art or a contribution toward the acquisition of a work of art that would not ordinarily be covered by the Town's Gifts of Art Guidelines is proposed for the Town, the Town Department that operates or maintains the site of the proposed work of art shall

Works of Art: Includes, but is not limited to, physical art that may be an integral part of a public site or building, or that may be integrated with the work of other design professionals. Examples of public works of art include sculptures, murals and paintings, earthworks, glass, organic materials, mosaics, photographs, prints, film, any combination of media forms, or hybrids of any media.

Procedure for making a Donation

Application: The prospective donor must contact the Town of Chapel Hill Parks and Recreation Department to submit an application for review for whether a donation may be accepted based upon criteria contained in this program. Applications are available in the appendix of this guide, or on the Parks and Recreation website. Completed applications should be turned into the Town of Chapel Hill Parks and Recreation Department.

Comment [WT4]: Parks & Recreation Shall maintain applications on record

Once accepted, an acceptance and installation agreement shall be presented for the donors signing that they agree with the terms of this donation. The Town may determine that the park or facility is fully developed and any opportunity for donations may not be available.

Comment [WT5]: Consistent with D&M Policy, an agreement shall be sign by the donor.

Criteria for Acceptance

A prospective donor shall present their application or proposal to the Chapel Hill Parks and Recreation Department. Plans to donate funds for a specific park or facility amenity or program will be evaluated based on the following criteria:

- 1) meets a true need of the park, facility or program,
- 2) does not interfere with the intended current or future use of the facility
- 3) meets our current design and amenity standards and
- 4) does not require relocation of other equipment or infrastructure to accommodate the donation.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements and memorial plaques size, type and verbiage must be approved by the Town Manager or his designee. Plaques must be permanently affixed to the donated item. Site furniture donations (i.e. benches, tables, trash cans etc. shall use a 3”x 9” cast aluminum plaque as provided by the manufacturer. For other amenity donations acknowledgements, plaques shall be no larger than 5” x 10” unless otherwise approved by the Parks and Recreation Manager.

Where a plaque is permitted, only the following language, font weight and font style will be allowed:

DONATED IN HONOR OF Name Date	DONATED IN MEMORY OF Name Date	DONATED IN RECOGNITION OF Name Date	DONATED BY Name Date
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- Only one name (ie: John Smith), or one Family name (ie: The Smith Family), or one group name (ie: The Smith Foundation) is allowed on the plaque. A date on the plaque is optional.
- All standard donations will be acquired and installed by town staff.
- Where plaques are permitted, the cost of the original plaque is included in the donation price. However, if the plaque is vandalized or needs repair or replacement in the future, the donor will be responsible to replace the plaque if they so choose.
- Any replacement plaque needs to conform to these guidelines or it will be removed.

Notification: It shall be the responsibility of the donor to provide the Town with a current address for the purposes of informing the donor, via letter, of the status of their donation request (i.e. acceptance, need to remove, repair, relocate or otherwise comply with the conditions in this policy).

Conditions: Installation of the donated facility or park elements will be completed by Town personnel, unless otherwise agreed upon by the Town Manager or his designee and the donor. The Town may approve a group installation project under the supervision of town personnel. The installation in either case will be scheduled by town personnel so as not to unnecessarily interfere with routine facility maintenance or activities.

Removal and/or relocation: This section applies to both existing and new donations. The Town reserves the right to remove and/or relocate donated facility or park elements and their associated plaques, when they interfere with site safety, maintenance or construction activities. This Town will send a registered letter, in accordance with the above stated procedures, notifying the donor of any action taken related to the status change of the donated amenity. In certain unusual situations where the donated amenity must be removed in a safety or emergency situation, the notification may take place after the action is taken. In the event that an amenity must be permanently removed, the Town will seek an alternate location.

Costs: The attached pages intend to include the cost of the amenity with shipping and the cost of the planning, design and installation. Price ranges and pictures are approximate and may be subject to change due to possible increase of the item's actual cost and the potential increase in construction materials.

Purchase and Payment Information

Please contact the Town of Chapel Hill Parks & Recreation Department to purchase a memorial item or make a donation. Donations can be made in the form of Cash, Check or Credit Card. Checks can be made payable to The Town of Chapel Hill or Friends of Chapel Hill Parks, Recreation and Greenways, or Friends of the Chapel Hill public Library.

Comment [WT6]: Approved forms of payment and/or donations accepted.

If you have any questions, or would like to donate to the Town of Chapel Hill, please contact:

Parks and Recreation
Town of Chapel Hill
200 Plant Road
Chapel Hill, NC 27514
Phone: 919-968-2784
www.chapelhillparks.org

Catalog Program Application

Applicant Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

CONTENT FOR NOTING SELECTION AND OTHER CRITERIA TO BE DEVELOPED

Signature of Applicant: _____ Date of Submission: _____

Return Completed Application To:

Town of Chapel Hill Parks and Recreation Department
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514

Facility Amenities

<i>Category</i>	<i>Item</i>	<i>Contribution/Price</i>
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PARKS& TRAILS

Benches for Park, Trails, Gardens

Commemorative Trees for Open Space, Parks and Greenways

Picnic tables

Bicycle racks

Trail Marker and Wayfinding Signage

Aluminum Bleachers

Scoreboards

AQUATICS

Pool Lane Lines

Learn to swim supplies

Swim Team supplies

LIBRARY

Computer Stations

Media Lab Supplies

Furnishings with an emphasis on the Teen space and the Children's space

e-books & e-readers

TRANSIT

Bus & Transit Shade Structures or Shelters

Benches

MISCELLANEOUS

Trash Receptacles

Recycle containers

Drinking Fountains

Information Kiosks

Program Supplies

<i>Category (other)</i>	<i>Item</i>	<i>Contribution/Price</i>
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LIBRARY

Print books, CDs and DVDs

Undamaged current fiction and nonfiction

Classic literature

Popular paperbacks with covers intact

DVDs & CDs in original cases.

Electronic reference databases

Children's literacy stations

interactive resources for teens

YOUTH

PROGRAMS

Program Supplies

Basketballs, Soccer balls, Softballs Whiffle balls,

Recreation Program and Camp Supplies

10x10 Tent Canopies

Aquatic Program Supplies

Rescue Tubes

Guard Stands

Backboards

Team Uniforms

Special Olympics Supplies and Uniforms

After School Supplies