



CITY OF CARMEL BY THE SEA
DEPARTMENT OF COMMUNITY PLANNING AND BUILDING
APPLICATION FOR PUBLIC BENCH AND PLAQUE DONATION

Fee \$ _____
Receipt _____
Date _____
Application # _____

HONOREE'S NAME _____

Applicant's Name _____

Applicant's Contact Information

Mailing Address _____

City, State, Zip _____

Phone _____ Cell _____

Email _____

Desired Bench Location

Type of Request:

Plaque only on existing bench

Replacement Bench

New Bench Location (requires Planning Commission approval) and Plaque

Type of Bench (log, stone, teak, etc.): _____

****See Reverse Side****

City Staff Use Only:

City Administrator Approval: No Yes – Initial: _____ Date: _____

Planning Commission Approval Required: No Yes – Date Approved: _____

Plaque Ordered Yes N/A

Plaque Received: Yes – Date: _____

Installation Complete

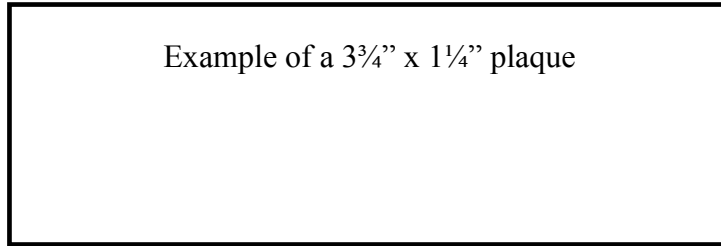
Honoree Information

Please describe the relation of the honoree or the applicant to the City of Carmel-by-the-Sea:

Plaque Information

The City of Carmel allows 3³/₄" x 1¹/₄" plaques on memorial benches. This size plaque allows for three lines of text.

Please provide the proposed wording:



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

RESOLUTION NO. 2005-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA REVISING POLICY NO. C89-41 - ACCEPTANCE OF DONATIONS AND GIFTS TO THE CITY, INCLUDING BENCH DONATION GUIDELINES

WHEREAS, the City places benches throughout Carmel-by-the-Sea for residents and visitors to use; and

WHEREAS, inquiries are received about placing recognition plaques on an existing public bench; and

WHEREAS, a bench donor or a person recognized on a plaque should have a connection to Carmel-by-the-Sea or the official City Sphere of Influence; and

WHEREAS, the donation value threshold requiring City Council approval has not been increased since 1994.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES:

1. Amend Policy No. C89-41 "Acceptance of Donations and Gifts to the City" and Bench Donation Guidelines to include the following:
 - A. Any person wanting to donate a new bench or take responsibility of an existing bench must live in or memorialize someone who has lived in Carmel-by-the-Sea or in the sphere of influence.
 - B. Existing benches may receive plaques with a donation amount of \$750 to be placed in the City park bench deposit account.
 - C. The Public Works Department will maintain a list for bench availability on a first come first served basis, a record of donors, potential donors, bench locations and styles, and plaque wording (should replacement be required).
 - D. Increase the threshold for donation value requiring City Council approval from \$500 to \$1,000.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 1st day of March 2005, by the following roll call vote:

AYES: COUNCIL MEMBERS: Bethel, Cunningham, Hazdovac, Rose, McCloud

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

SIGNED:



Sue McCloud, Mayor

ATTEST:



Karen Crouch, City Clerk

POLICY NO. C89-41

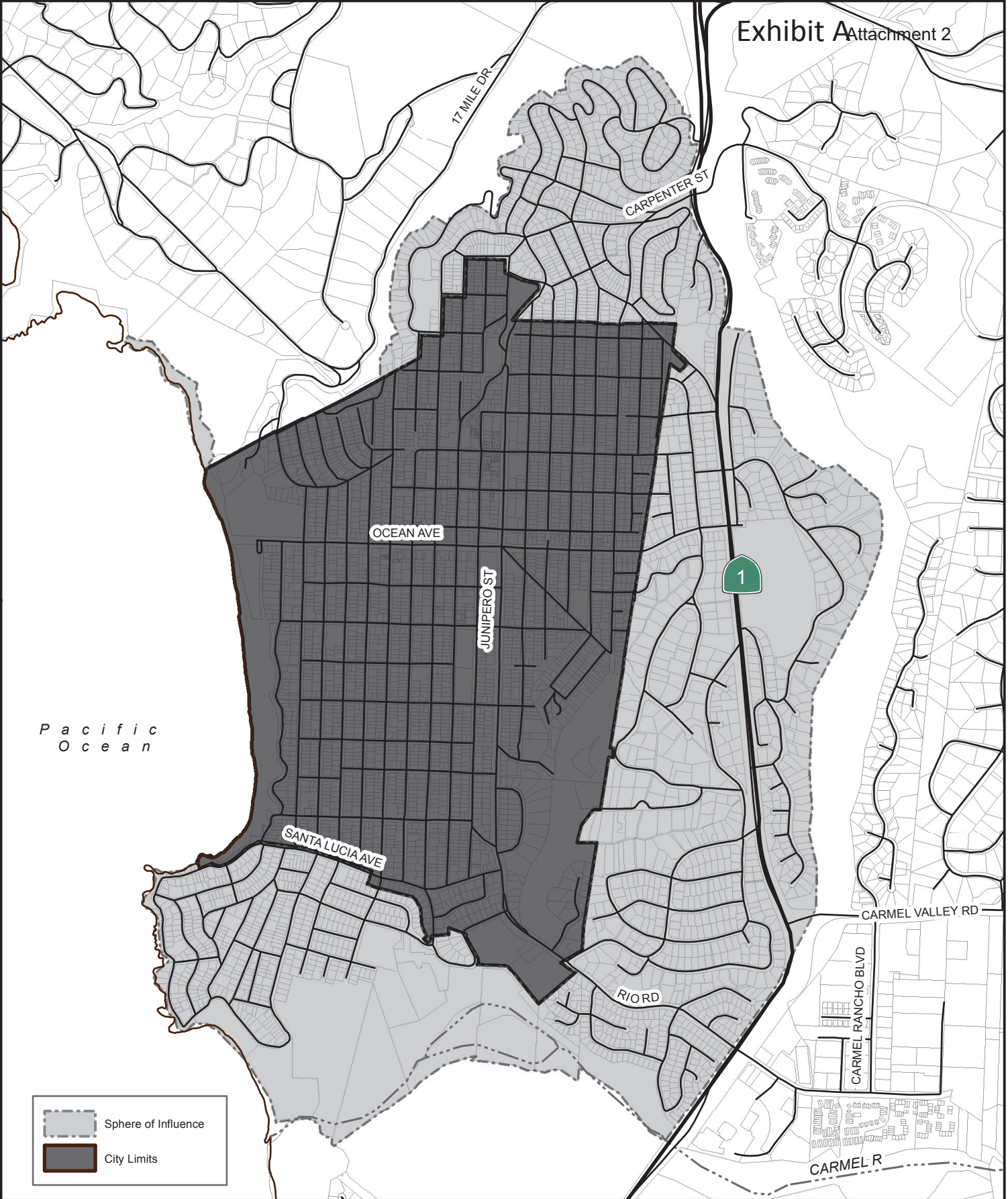
ACCEPTANCE OF DONATIONS AND GIFTS TO THE CITY

The City Council welcomes and encourages gifts to the City of Carmel-by-the-Sea. In order to formalize the City's policies regarding the acceptance of gifts and donations, the following shall apply:



1. All donations and gifts of art works or donations and gifts of art-related nature shall first be submitted to the Carmel Art Board for its recommendation whether or not to accept the gift.
 - a. Art-related donations and gifts with a value of \$1,000 or less which, have been recommended for acceptance by the Carmel Art Board, will be forwarded by the Board to the Mayor and/or City Administrator for acceptance.
 - b. Art-related donations and gifts with a value in excess of \$1,000, which have been approved by the Carmel Art Board, will be forwarded by the Board to the City Council for its acceptance via a Resolution of the Council.
2. All donations and gifts of non art-related items with a value of \$1,000 or less may be accepted by the City Administrator and/or the Mayor without the prior approval of the City Council.
3. All donations and gifts with a value in excess of \$1,000 must be approved and accepted by a Resolution of the City Council.
 1. Donated public benches may have a 3¾" x 1¼" brass plaque placed on the bench. The plaque may have a short message whose text is subject to approval by the City Administrator. Any person wanting to donate a new bench or take responsibility for an existing bench must live in or memorialize someone who has lived in Carmel-by-the-Sea or in the sphere of influence.
4. No plaque or other identification may be attached to any other gift or donation that is placed in any public building or in the public right-of-way without specific authorization of the City Council.
5. Other donations and gifts with a value in excess of \$1,000 will be formally recognized by the placement of an individual metal plaque on the "Scroll of Gifts to the City" maintained in the lobby of City Hall. The plaque shall identify the donor, the gift or donation, and the location at which the gift has been installed, if applicable.

BENCH DONATION GUIDELINES

1. Donation amounts for new benches will cover the purchase, shipping and associated installation costs of the bench at cost plus 20%, as well as purchase and engraving of a recognition plaque. The City will provide assembly, installation and maintenance of the bench. All benches are the property of the City of Carmel-by-the-Sea.
2. Bench style, whether manufactured or City made, will be determined by the City Administrator as appropriate for the selected location. The City Administrator must approve all engraved plaques prior to installation.
3. Donation funds will be deposited in the Park Bench Deposit Account. Any donation amount exceeding the actual costs of the donated bench shall remain in the deposit account for future purchases by the City.
4. Benches destroyed or damaged beyond reasonable repair shall be removed by the City. Replacement will proceed as follows:
 - a) The donor will be contacted by mail and allowed to purchase a replacement bench within 30 days.
 - b) If the donor cannot be located or declines to replace the bench the City will allow another donor from a waiting list the opportunity to replace the bench. The original donor plaque will be placed on the "Scroll of Gifts to the City" in the City Hall lobby.
5. The Public Works Department will maintain a list for bench availability on a first come first served basis, a record of donors, potential donors, bench locations and styles, and plaque wording (should replacement be required).
6. Any person wanting to donate a new bench or take responsibility for an existing bench must live in or memorialize someone who has lived in Carmel-by-the-Sea or in the sphere of influence.
7. Existing benches may receive plaques with a donation amount of \$750 to be placed in the City park bench deposit account.
8. Any bench in a new location must comply with the direction contained in Policy and Standards for Public Way Design - C97-02 - Section D. Furniture in the Public Way (attached hereto)



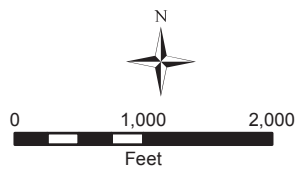
Pacific Ocean

 Sphere of Influence
 City Limits

LAFCO of Monterey County
LOCAL AGENCY FORMATION COMMISSION

P.O. Box 1369
 Salinas, CA 93902
 Telephone (831) 754-5838

132 W. Gabilan St., Suite 102
 Salinas, CA 93902
 FAX (831) 754-5831



City Boundaries

CARMEL-BY-THE-SEA

Last LAFCO-Approved Change: 05/27/1986
 Sphere of Influence Affirmed: 01/24/2011
 Map Prepared: 01/31/2011

Bench Styles



Style 1: Backless Redwood Bench



Front View



Rear View

Style 2: Redwood Bench with Backrest



Style 3: Half-Log (typically mounted on stone column supports)