



# CITY *of* BRISBANE

## Public Art Advisory Committee Agenda

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**Monday, September 15<sup>th</sup>, 2025 at 5:15PM • Hybrid Meeting**  
**Brisbane Annex City Hall, Annex Conference Room, 25 Park Place, Brisbane**

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The public may observe/participate in Public Art Advisory Committee meetings by using remote public comment options or attending in person. Committee members shall attend in person unless remote participation is permitted by law. The Committee may take action on any item listed in the agenda.

### **JOIN IN PERSON**

Location: Brisbane Annex City Hall: 25 Park Place, Brisbane, CA 94005 - [Annex Conference Room](#)

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

### **JOIN VIRTUALLY**

Join Zoom Webinar: [brisbaneca.org/pa-zoom](https://brisbaneca.org/pa-zoom) (please use the latest version: [zoom.us/download](https://zoom.us/download))

Or open directly from the Zoom website: <https://zoom.us/join> Enter meeting ID: 8656 065 0564

Call In Number: 1 (669) 900-9128

Note: Callers dial \*9 to “raise hand” and dial \*6 to mute/unmute.

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## **TO ADDRESS THE COMMITTEE**

### **IN PERSON PARTICIPATION**

To address the Committee on any item on or not on the posted agenda, please wait until Public Comments are being accepted.

### **REMOTE PARTICIPATION**

Members of the public may observe/participate in the Committee meeting by logging into the Zoom Webinar. Public comments received one hour prior to the meeting via email will be noted for the record. Written comments after that time will not be responded to or brought to the attention of the Committee during the meeting. Email: [aibarra@brisbaneca.org](mailto:aibarra@brisbaneca.org)

### **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**COMMITTEE MEMBERS:**

Chair Glazman, Vice Chair Commissioner Seawell, Councilmember Davis, Councilmember O’Connell, Park & Recreation Commissioner Sims, Committee Member Kellstedt, Committee Member Salmon

**ROLL CALL**

- A. Consider any request of a Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- B. Approve Minutes of July 21<sup>st</sup>, 2025 Public Art Advisory Committee

**DISCUSSION ITEMS**

- C. Review Artist Request for Qualifications (RFQ) for Phase 2 of the Firth Park Art Project
- D. Consideration of an Artfully Designed Bench Program throughout the City  
*(Identify three existing benches for refurbishment and three locations for new benches; discuss budget/funding, the artist selection criteria/process, and begin drafting a formal program/policies for Council consideration)*

**PUBLIC COMMENT**

**NEXT MEETING**

Monday, October 20<sup>th</sup> at 5:15pm

**ADJOURNMENT**

**File Attachments for Item:**

B. Approve Minutes of July 21st, 2025 Public Art Advisory Committee



# CITY of BRISBANE

## Public Art Advisory Committee Minutes

Monday, July 21<sup>st</sup>, 2025 at 5:15PM • Hybrid Meeting

### CALL TO ORDER – 5:15 p.m.

#### ROLL CALL

Committee Members Present: Vice Chair Seawell, Councilmember Davis, Councilmember O’Connell, Park & Recreation Commissioner Sims, Committee Member Salmon

Committee Members Absent: Chair Diane Glazman, Committee Member Danielle Kellstedt

Staff Members Present: Park & Recreation Director Leek, Deputy Clerk Ibarra

#### A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

None

#### APPROVAL OF AGENDA

Approved by Salmon, seconded by Davis. 6 Ayes, 0 No’s, 2 Absent (Glazman, Kellstedt)

#### APPROVAL OF MINUTES

#### B. Approve Minutes from June 16<sup>th</sup>, 2025 Public Art Advisory Committee

Approved by O’Connell, seconded by Salmon. 5 Ayes, 0 No’s, 2 Absent (Glazman, Kellstedt), 1 Abstain (Sims)

#### DISCUSSION ITEMS

#### C. Offsite Tour of Prospective Locations for Public Art (Old B&A site and Skatepark)

The committee viewed the sites and returned for discussion. For the Bank of America site, there was discussion regarding art exhibits, makerspace opportunities and other possibilities.

Next Step #1: This item will be on future agendas for brainstorm sessions.

For the skatepark, it was primarily focused on the new rock formation on the corner that was installed to prevent large trucks turning onto Park Lane from Old County Road. Currently, the committee is not interested in painting it.

**D. Review Artist Request for Proposal (RFP) for Phase 2 of the Firth Park Art Project**

The Committee discussed opportunities for art at Firth Park. They reviewed the Draft RFP and discussed their interest in what they would like to see, such as potentially a fence or barrier separating the park from Glen Parkway, sculpture, new Firth Park mosaic and the stairway. The committee would like to keep it open and see what artists would propose. If the budget is over \$75K then it would be a Request for Qualifications (RFQ). After some discussion, the committee thought it should not exceed \$300K as it is unknown what an engineered artfully done fence would cost.

Next Steps #1: Staff will inquire with Public Works on their estimate of an engineered fence or barrier.

Next Steps #2: Bring the RFQ to Council in the Fall

**E. Consider an Artfully Designed Bench Program throughout the City**

The committee continued discussion regarding an artfully designed bench program throughout the City. Aside from bringing art to the community, it would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape. The Committee decided to focus on refurbishing three existing benches and commissioning three new benches.

Next Steps #1: Staff will identify ten existing benches poised for refurbishment as well as ten prospective locations for new benches and bring back to the PAAC. Staff will reach out to NINEdotARTS to determine an appropriate budget for this project. Staff will also bring back the City’s memorial bench policy and donation policy for review.

**PUBLIC COMMENT**

No public or written comments.

**NEXT MEETING DATE**

Monday, September 15 at 5:15pm

**ADJOURNMENT**

6:15 PM

**File Attachments for Item:**

C. Review Artist Request for Qualifications (RFQ) for Phase 2 of the Firth Park Art Project



## PUBLIC ART ADVISORY COMMITTEE MEMO

**Meeting Date:** September 15, 2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Confirming direction from the Committee regarding the solicitation for art at Firth Park

At its July 21, 2025 meeting, the Public Art Advisory Committee considered the issuance of a Request for Proposal (RFP) or Request for Qualifications (RFQ) for public art at Firth Park. Following discussion, the Committee determined that publishing an RFQ would be the most appropriate first step, allowing the City to cast a wide net before developing a short list of finalists and inviting selected artists to submit detailed proposals. Staff received this direction and will prepare the RFQ accordingly.

As part of this discussion, the Committee also addressed establishing a “not-to-exceed” budget for the project. Members noted that the site offers multiple opportunities for artistic integration, such as a marquee mosaic, decorative fencing, and benches. To better understand potential costs, the Committee requested that staff obtain estimates for various fencing options. These estimates are provided on the following page.

At the July meeting, there appeared to be consensus around a not-to-exceed budget of \$300,000 for the project. With the additional cost information now available, staff seek confirmation of the Committee’s preferred not-to-exceed amount so that it may be clearly stated in the RFQ and presented for Council consideration.

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Noreen Leek, Parks & Recreation Director

# Fencing cost estimates

Note: the area where the fence would potentially be located is approximately 155 feet.

## Basic Materials

- **Wood:** \$20 - \$40 per linear foot
- **Vinyl:** \$30 - \$60 per linear foot
- **Chain Link:** \$8 - \$40 per linear foot
- **Steel:** \$20 - \$85 per linear foot
- **Wrought Iron:** \$30 - \$60 per linear foot
- **Aluminum:** \$40-\$75 per linear foot
- **Composite:** \$35 to \$70 per linear foot
- **Bamboo:** \$20-\$30 per linear foot

## Custom Materials

- **Custom Designs:** Highly customized fences with intricate details can range from \$85 to \$130+ per linear foot
- **Powder Coating/Galvanization:** These protective finishes can add \$5 to \$10 per square foot
- **Posts:** Standard 4x4 metal posts can cost between \$30 to \$70 each.
- **Gates:** Standard single gates can range from \$300 to \$800, while custom gates with automatic openers can cost \$1,000 to \$5,000 or more.

## McGrath Arts (*Artist contracted for the Alvarado to San Benito stairway*)

Approximately \$200/sq ft for custom handrail panels (equivalent to custom fence panels)

**File Attachments for Item:**

D. Consideration of an Artfully Designed Bench Program throughout the City

*(Identify three existing benches for refurbishment and three locations for new benches; discuss budget/funding, the artist selection criteria/process, and begin drafting a formal program/policies for Council consideration)*



**PUBLIC ART ADVISORY COMMITTEE MEMO**

**Meeting Date:** 9/15/2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Consideration of an Artfully Designed Bench Program Pt. 3

**Recommendation**

Consider establishing an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local artists, increase civic engagement, complement the City’s age-friendly goals, and contribute to a more vibrant and welcoming streetscape.

**Background & Discussion**

At the June 16<sup>th</sup> meeting, the Public Art Advisory Committee considered an artfully designed bench program and directed staff to return with additional information. At the July 21<sup>st</sup> meeting, the Committee reviewed the City’s existing Donation Policy for Public Art and the existing Memorial Bench & Plaque Policy. The Committee also received additional information from staff regarding the budget range for these types of projects, access to an interactive map denoting existing benches in town, and a copy of the recommendations for new benches from the age-friendly task force.

The Committee has asked staff to return with a short list of recommendations for existing benches that could use refurbishing or replacement as well as prospective locations for new benches. This information has been provided in Attachment 1. At the 7/21/2025 meeting, the Committee expressed a desire to launch a pilot program identifying three of each to solicit artists for.

The Committee should discuss preferred locations for the pilot program and desired budget, then provide direction to staff regarding next steps.




**Attachments**

- 1. List of existing benches for refurbishing and prospective locations for new benches
- 2. 7/21/2025 agenda packet regarding bench program

  
 \_\_\_\_\_  
 Noreen Leek, Parks & Recreation Director

# Bench locations for consideration

Existing benches for replacement/refurbishing:

ADDRESS/LOCATION	CURRENT CONDITION
Crocker Trail behind Greenleaf	
Crocker Trail near The Rare Wine Co.	
Quarry Trail Park	
Entrance to Quarry Trail	
Dog Park @ Park Lane entrance	

<p>Fishing Pier @ Marina</p>		
<p>Bay Trail near Pier</p>		
<p>Marina near Harbormasters office</p>		
<p>Firth Park</p>		
<p>Visitacion @ Mariposa</p>		
<p>San Mateo Lane @ Humboldt</p>		
<p>Fisherman's Park</p>		

Prospective locations for new bench placement:

ADDRESS/LOCATION	AREA IMAGE
End of Trinity Road @ Roundabout	
Costanos Canyon entrance	
Sierra Point @ Lehning	
Mission Blue Tennis Courts	
Mission Blue Center – outside the facility or near parking lot/handicap parking area	

Mission Blue Volleyball Courts & Batting Cages



In front of the Community Center





**PUBLIC ART ADVISORY COMMITTEE MEMO**

**Meeting Date:** 7/21/2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Consideration of an Artfully Designed Bench Program Pt. 2

**Recommendation**

Consider establishing an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape.

**Background & Discussion**

At the June 16<sup>th</sup> meeting, the Public Art Advisory Committee considered this item (Attachment 1) and directed staff to return with additional information. In its consideration of policy and program development, the Committee requested that staff provide a copy of the City’s existing Donation Policy for Public Art (Attachment 2), and Memorial Bench & Plaque Policy (Attachment 3).

The Committee also directed staff to research price points for soliciting artists for both refurbishing of an existing bench, and to Commission new artfully designed benches. After examining comparable programs nationwide, the average artist stipend for beautifying existing benches ranges from \$500-\$2,000. An example of an existing program for bench beautification can be found here: <https://www.cathedralcitypublicarts.org/tours/public-bench-beautification-project-tour/?sow-51530fef997c=2>

The average budget for a new artfully commissioned bench can range from \$5,000-\$50,000 depending on size and scale. An example of a bench Commission program in the Region of Durham can be found here: <https://stepspublicart.org/project/durham-benches/>.

An interactive inventory of the existing benches in Brisbane can be found [here](#). Recently, Age-Friendly task force representatives walked through Central Brisbane to identify ideal locations for new benches. Their recommendations are provided in Attachment 4. The Committee should discuss this information and provide direction to staff regarding the next desired steps.

**Attachments**

1. 6/16/2025 Meeting memo regarding consideration of a bench program.
2. City of Brisbane’s Donation Policy for Public Art
3. City of Brisbane’s Memorial Bench and Plaque Policy
4. Bench recommendations from the Age-Friendly Task Force

Noreen Leek, Parks & Recreation Director



**PUBLIC ART ADVISORY COMMITTEE MEMO**

**Meeting Date:** 6/16/2025

**To:** Public Art Advisory Committee

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Consideration of an Artfully Designed Bench Program

**Recommendation**

Consider establishing an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape.

**Background & Discussion**

An artfully designed bench program would commission artists to design or collaborate on public benches that serve both utilitarian and artistic purposes. These benches could be installed in parks, on trails, adjacent to public facilities, and in other key public areas. Considerations should be made regarding the following:

1. Program administration, structure & oversight
2. Budget & funding
3. Artist criteria & selection process
4. Materials, durability, and compliance with City codes
5. Location planning, installation, and maintenance

Nationwide, similar programs exist and can be referenced. Attachment 1 includes links to other artful bench programs for reference. Attachment 2 includes a gallery of images to showcase various styles of artfully designed benches. At this time, the Committee should consider the feasibility of this type of program in Brisbane and provide direction to staff on next steps desired.

**Attachments**

1. Links to existing artful bench programs
2. Samples of artfully designed benches

Noreen Leek, Parks & Recreation Director

# Existing Artful Bench Programs

Mill Valley, CA

<https://www.millvalleylibrary.org/802/Art-Benches>

Palm Springs

<https://pspublicarts.com/wp-content/uploads/2021/10/Numbered-Art-Benches-for-PSPAC-2.pdf>

Chehalis, WA

<https://experiencechehalis.com/call-for-artists-apply-to-paint-a-downtown-chehalis-bench-2/>

Woodland, TX

<https://www.thewoodlandsartscouncil.org/businesses/woodlandspublicart>

Santa Clara Valley Water

<https://valleywaternews.org/2021/03/17/adopt-a-bench-public-art-project-with-the-youth-commission/>

Chico

<https://chico.ca.us/documents/Community/Arts--Culture/Public-Arts-Program/downtownartbenchbrochure.pdf>

Henderson, NV

<https://www.cityofhenderson.com/government/departments/parks-and-recreation/cultural-arts/army-street-bench-project>

Iowa City, IA

<https://downtowniowacity.com/arts-and-culture/uiccu-benchmarks-public-art-program/>

Claremont, CA

<https://www.cmc.edu/public-art/jeppe-hein>

D.

# Samples of Artfully Designed Benches

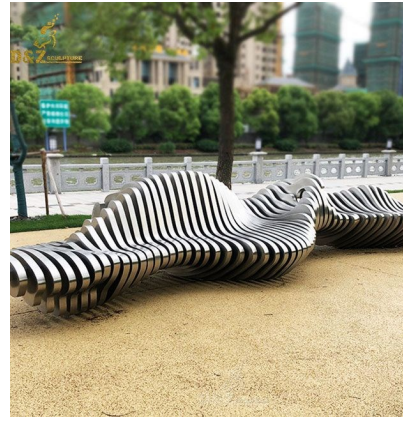


D.



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# City of Brisbane Donation Policy - Public Art

## I. Purpose

Members and supporters of the Brisbane community from time to time wish to support the community by making donations to the City of Brisbane. The City Council appreciates this generosity and has adopted this policy regarding donations to the City of Brisbane, including City departments and City sponsored programs, activities, and events.

## II. Definitions

1. **Donation:** a contribution made directly to the City without expectation of goods, services, or significant benefit or recognition in return. Donations may be in the form of money, money alternatives, or in-kind contributions of products, services, investment securities, real property (land or other type of fixed asset), or any combination thereof. A donation may be unrestricted, where the donor has placed no limitation on its use, or restricted, where the donor has restricted its use to a specified purpose. Donations that, if accepted, would obligate the City to enter into a service, procurement, or other agreement shall not be considered a donation. Grants to the City from a local, state, or federal agency are not subject to this policy.
2. **Donor:** Any organization or individual who provides the City with a donation.
3. **Donation Agreement:** An agreement between the City and the donor that details any restrictions on a donation as well as the respective obligations of the donor and the City.
4. **Fundraising:** Any activity conducted with the intent of generating donations to the City. Fundraising activities may include, but are not limited to, promoting endowment programs, program adoption or pledge drives, and contacting individuals, companies, foundations, or other entities with a request for a donation to the City.

## III. General Provisions

1. The City welcomes unrestricted donations as well as restricted donations that enhance City services, reduce costs that the City would incur in the absence of the donation, or that otherwise provide a benefit to the City. The City may decline any donation without comment or cause.
2. Donors shall not expect, nor shall the City grant, any extra consideration to the donor in relation to City procurement, regulatory matters, or any other business, services, or operations of the City. To avoid the possible appearance of extra considerations, City Page 2 of 8 Council appointed Commissioners and Committee Members as well as city staff shall not solicit donations to the City except as stated in 3 below.
3. City Council must approve all fund raising activities by City Council Members, Commission and Committee members, employees, or volunteers of the City prior to the solicitation of donations for any City project, program, activity, or event ("supported activity"). A recommended form for a fundraising plan is attached as Exhibit A to be revised as

appropriate for the fundraising goal and type of supported activity in question.

4. Donations must be directly related to providing goods or services to the public or for another valid public purpose. Donations may not be used for personal financial gain of any City elected or appointed official or employee.
5. The net benefit of a donation should be considered when determining whether to accept a donation. Net benefit includes all lifecycle costs of ownership, including maintenance, repair, clean-up, administrative, and any potential liability or expenses that may be associated with the donation.
  - a. Donations may not be used to implement new on-going programs or services unless a permanent source of revenue is identified to support the program or service.
  - b. Potential costs and liabilities should be considered if a donation of personal property or of a service does not include the same indemnification, insurance, bonding, or warranties that the City would normally receive through procurement of personal property or services.
  - c. Real property may be accepted by the City as a donation provided that it will not expose the City to an unreasonable risk of litigation or liability, for reasons including, but not limited to, the physical condition of the property or existence of claims, liens, and encumbrances against the property.
6. Council members and other City officials are responsible for reporting fundraising activities and donations as required by applicable laws and regulations. See, for example, Section 7 under Article IV, Procedures, below.

#### **IV. Procedures**

1. Unrestricted donations of \$5,000 or less may be accepted by the City Manager. Unrestricted donations of more than \$5,000 and restricted donations of more than \$500 must be brought to the City Council for acceptance. The City Manager may accept or decline any donation in the City Manager's sole discretion and may choose to request City Council consideration of any donation.
2. The City Manager shall keep the City Council informed of any request to donate to the City. Two Council Members may request to place on a City Council agenda any proposed donation whether the City Manager recommends accepting the donation or not.
3. The City Council shall consider proposed donations beyond the authority of the City Manager set forth above, and proposed donations referred to it by the City Manager. The City Council may accept or decline any donation in its sole discretion.
4. All donations will receive appropriate recognition as determined by the City Manager or City Council at the time the donation is accepted, taking into consideration the nature and level of the donation. Upon request of the donor or if specified in a City initiated request for donors, limited forms of promotional activity (such as logo or name placement on signs, flyers, and other materials related to a program or activity supported by the donation) are permitted. The appearance of traditional commercial advertising should be avoided and the size of donor recognition should be in keeping with the size of non-recognition information used in the

materials. The agreed upon form of recognition should be identified in the donor receipt or a donation agreement.

5. Other than in-kind donations, when donations with a value in excess of \$100 are accepted or upon the request of the donor, the City will issue the donor a receipt indicating the amount of the donation or describing the goods or services donated within 30 days of accepting the donation. (In accordance with the Internal Revenue Code the City does not provide an estimated value of in-kind donations; donors may refer to IRS Publication 561 for more information on valuing donated property.) The donation receipt shall also include the date of the donation, the name of the donor, the purpose of the donation (if a restricted donation), a brief description of any public recognition that will be made by the City, and note that the donor received no goods or services in exchange. The original receipt shall be submitted to the donor and the City shall retain a copy. A sample donation receipt is attached as Exhibit B.
6. Before acceptance of a restricted donation valued at more than \$500 or an unrestricted donation valued at more than \$5,000, the respective obligations of the donor and the City shall be set forth in a donation agreement. A sample donation agreement is attached as Exhibit C; provided, however, the City Manager or City Council may require donation agreements for donations valued at any amount.
7. The City shall maintain records for the receipt of all donations and shall comply with all reporting requirements and regulations including, but not limited to, FPPC Regulation 18944.2 Gifts to an Agency. For donations that were made at the behest of a City Council member, a member of an appointed Commission or Committee, of City staff, that person shall determine whether a Fair Political Practices Commission Page 4 of 8 Form 803 (Behested Payments Report) is required pursuant to the Political Reform Act and implementing Regulations.



# Public Art Donation Receipt

This is to confirm that on [insert date]\_\_\_\_\_ the City of Brisbane received from [insert donor name]\_\_\_\_\_

- a monetary contribution of \$\_\_\_\_\_ (cash/check/electronic)
- a non-monetary contribution consisting of (describe goods, services, property, securities, public artwork, etc.):

For the purpose of:

No goods or services were provided by the City of Brisbane in return for the contribution.

The City of Brisbane does hereby agree to accept as a donation for public display from the undersigned Donor the work of art described below, hereinafter referred to as "Artwork," pursuant to the terms and conditions set forth herein.

1. The donor of the artwork, hereinafter referred to as "Donor," who has entered into this Agreement is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

2. If different from the Donor, the name of the party to be recognized as having donated work for display (which may be listed on the art label or similar and all other publicity or promotional materials as follows):

\_\_\_\_\_

3. The work of art subject to this Agreement is described as:

Artist's Name: \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

Year \_\_\_\_\_ Medium \_\_\_\_\_ Size \_\_\_\_\_

Donor's Estimated Value \$ \_\_\_\_\_

4. **Term of Agreement / Dates:**

If known, the referenced artwork will be delivered and installed on public property on:

Date: \_\_\_\_\_

5. Proposed location for display (note: this display location is subject to change):

Property name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

6. **Delivery:** The Owner will be responsible for delivering the artwork to the City of Brisbane on the date as set forth above in item #4. Installation to be determined between city and Donor.
7. **Insurance:** The City of Brisbane shall take reasonable and appropriate steps to preserve and protect the Artwork. However, as with any public display, the City of Brisbane does not warrant or guarantee the safety or condition of the Artwork. The Artwork will be covered generally under the existing insurance program. The Donor is hereby informed that the City of Brisbane insurance program has a deductible of \$\_\_\_\_\_ per item or \$\_\_\_\_\_ per occurrence, and that the valuation of artwork can be a disputed issue with insurance companies.
8. **Labeling:** The Artwork, while on display, shall be labeled to contain the appropriate donor/artist information as captured in Sections 1 to 3 above; as will any publication referencing the Artwork.
9. **Publicity:** Unless otherwise noted, photographs or other reproductions of the Artwork will be used for education, cataloging, or publicity purposes.

The Donor has reviewed, read, and does hereby agree to the foregoing terms and conditions for the donation of the Donor's Artwork.

For: **City of Brisbane**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

For: **Donor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# City of Brisbane

## MEMORIAL BENCH POLICY

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### I. PURPOSE

The purpose of this policy is to outline the terms and conditions of a commemoration on a memorial bench with a plaque. The City of Brisbane, through its Parks & Recreation Department, administers a municipal memorial bench program. This program allows for private commemorations on memorial benches positioned on City owned property. Benches should contribute to the Brisbane experience and preserve the character of the City.

### II. CRITERIA

An honoree for a memorial bench must be deceased prior to application. Only individuals may be honored with a memorial bench; organizations and groups will not be considered.

### III. APPLICATION

An application must be completed to submit a formal request for a commemorative bench with a plaque. The Parks & Recreation Department will review applications and maintains the authority to deny those that it deems inappropriate. Decisions to deny an application may be appealed to the Parks & Recreation Commission. Memorial bench applications will be reviewed throughout the year and processed in the order in which they are received as space allows. Lead time may vary.

The application is attached to this policy and available online at [www.brisbaneca.org](http://www.brisbaneca.org).

### IV. FEES

The fee for memorial benches is established each year by the Master Fee Schedule. The memorial bench commemoration fee is \$1,500. This is the price for a single commemorative plaque on a memorial bench. The amount covers the cost of the bench, plaque, and installation by the City. Complete payments must be received in order to initiate the purchasing process.

### V. BENCHES

The Parks & Recreation Department will select a bench style in keeping with the general aesthetics of the City and will complement potential placement areas. To the extent possible, and in order to maintain a consistent look and feel throughout the City, all commemorative benches will be identical.

### VI. PLAQUE & TEXT

The City will procure and install a small plaque on a memorial bench to honor the individual or individuals being memorialized. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Parks & Recreation Department. The purchaser will agree on the text content

and both parties will sign off on the final proof before the order is submitted. The plaque will be securely inset or surface-mounted onto the seat back of the bench. The City shall be responsible for the bench installation.

## VII. PLACEMENT

This policy permits commemorative benches on City owned property, and the City reserves the right to determine individual bench placement. Bench locations may include, but are not limited to, the following areas:

- a. Sierra Point shoreline and other walkways along Sierra Point Parkway or Marina Boulevard (contingent upon approval from the Bay Conservation & Development Commission)
- b. City of Brisbane owned Parks & Facilities (i.e. Community Park, Pool)
- c. Walkways or pathways in Central Brisbane (i.e. Firth Canyon, Bicentennial Walkway, Quarry Road)
- d. Fisherman's Park
- e. Crocker Park Trail

Placement preferences may be noted by the purchaser but are not guaranteed. Location determination will be made by the Parks & Recreation Department in conjunction with the Brisbane Public Works Department. Locations outside of those listed above may be allowed on a case by case basis, subject to review by City staff. Note: The City reserves the right to relocate a bench if unforeseen circumstances arise due to its location (i.e. recurrent vandalism, park renovation, etc.).

## VIII. MAINTENANCE & TERM

Benches in outdoor settings have a reasonable life span of approximately ten years. The City will provide for basic maintenance and repair of the bench during its useful life.

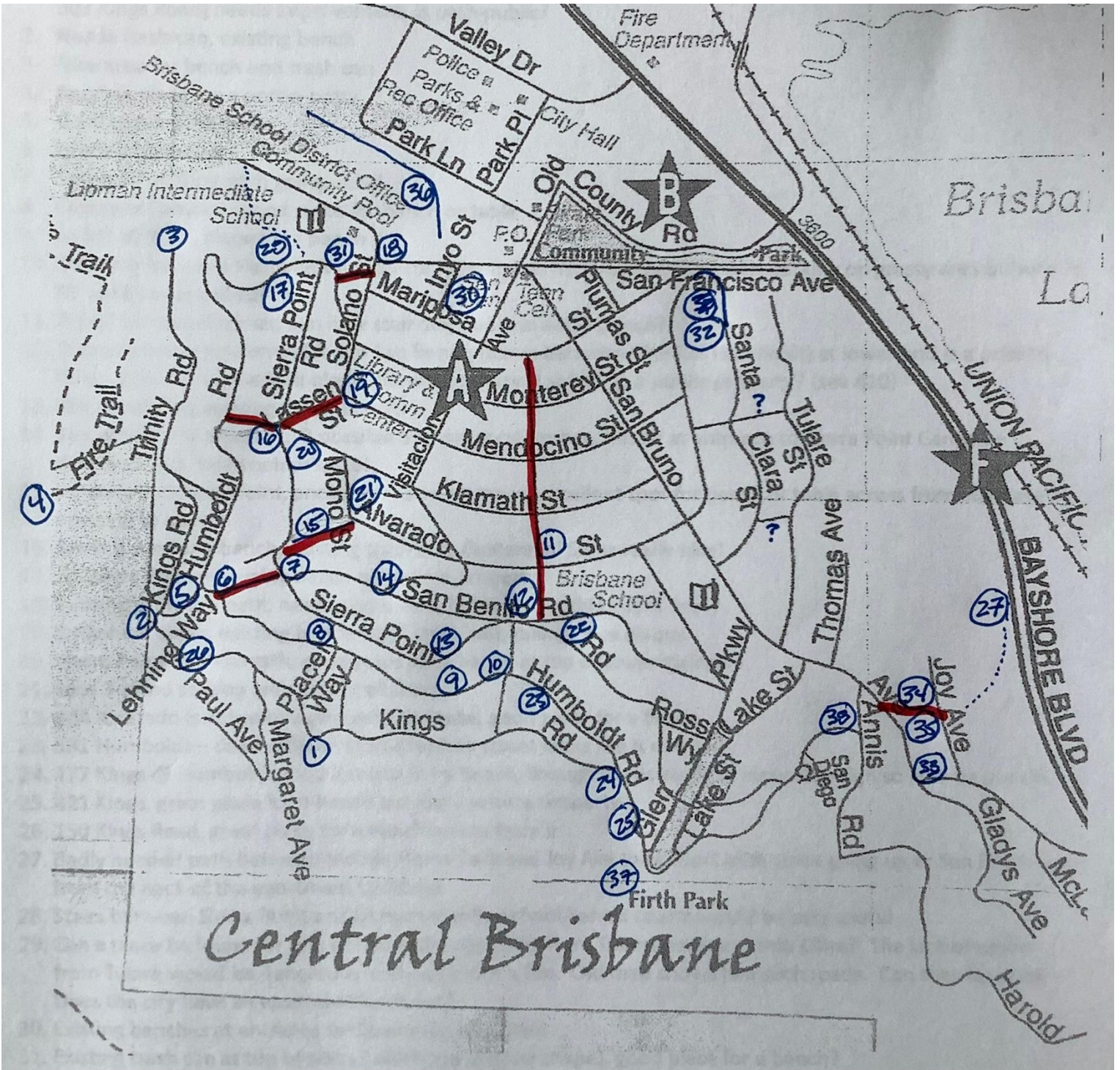
The bench and plaque remain the property of the City. The donation term for a bench is ten years or the useful life of the bench, whichever comes first. If the purchaser so chooses, an additional ten year term can be purchased at the conclusion of the first ten years. Otherwise, at the end of the donation term, the plaque will be removed to allow for other donations and/or bench replacement. The purchaser may request to have the plaque returned to them and must submit their formal request to the Parks & Recreation Department in writing. City staff will do their best to return the plaque to the purchaser upon expiration of the term.

This policy only applies to new benches and plaques installed after 6/1/2017. Existing commemorative plaques will be grandfathered and remain in place for the foreseeable future.

## IX. RESTRICTIONS

The placement of any mementoes (i.e. flowers, statues, personal belongings, etc.) in the vicinity of the memorial bench is not permitted.

BENCH INVENTORY AND RECOMMENDATIONS FROM THE AGE-FRIENDLY TASK FORCE



1. Trash can at entrance to canyon, flat area for bench, existing path (that begins on private home driveway at 303 Kings Road) needs improvement, is path public?
2. Needs trash can, existing bench
3. Nice area for bench and trash can
4. Possible place for a port-a-potty

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5. Existing private bench
6. Existing trash can
7. Potential walking path going uphill
8. Costanos Canyon – good place for bench or table
9. To left of #757, place for a bench
10. Staircase between Humboldt and Sierra Point needs handrail and sign. Why parking on grassy area in front of it? Is this area public?
11. Top of Central Alleyway, can it be stair-stepped and add a bench?
12. Stairway between Humboldt and San Benito (top is between 516-524 Humboldt) at lower end is a private drive. Can stairs be added along the side to make it safer? Is it public property? (see #10)
13. 164 Humboldt, existing lovely bench.
14. San Benito and Sierra Pt. 2 possible corners good for benches or at entrance to Sierra Point Canyon – excellent spot for bench or table!
15. Leaning and Serra Point, another canyon entrance, excellent spot for bench or table across from staircase at opening to canyon
16. Great place for a bench, existing trash can, Centennial Steps really nice!
17. 30 Sierra Point – existing bench on private property
18. Existing primitive path, needs steps, rails, lights etc. Is this public land?
19. Bottom of stairs, existing bench, light, trash can, railing, nice plaque
20. Sierra Point and Klamath, good place for a bench at top of lower staircase
21. Nice 3-sided seating area at foot of stairs
22. 404 Alvarado is at top of downward staircase, good place for a bench
23. 851 Humboldt – dead sailboat stored next to street looks like it may fall
24. 477 Kings @ Humboldt good location for a bench, though traffic tends to blow stop sign so may be unsafe
25. 421 Kings, great place for a bench but likely private property
26. 150 Kings Road, great place for a bench across from it
27. Badly needed path between Mobile Home Park and Joy Ave to connect with stairs going up to San Bruno Ave. from the back of the apartment buildings
28. Stairs between Sierra Point and Lipman Middle School/tennis courts would be very useful
29. Can a place be found for one or two stairways going from Tulare down to Santa Clara? The lack of egress from Tulare would be dangerous in the event of a fire. Old map shows two such roads. Can they be used? Does the city have an easement for those?
30. Existing benches at entrance to Quarry Rd., excellent
31. Existing trash can at top of stairs (which are in good shape), good place for a bench?
32. Need a bench at top of stairs, existing area across from Annis
33. Existing bench behind house
34. Need bench on San Bruno at the top of the hill
35. Existing stairs from top of San Bruno to Joy Ave, in good shape, can we mark it, needs some railing repair
36. Quarry Road, existing logs are where everyone stops to sit, can we replace with benches, walkers asked for trash cans and a water fountain for people and dogs.
37. Firth Park, existing benches, tables, bbq's, fix drinking fountain, can restrooms be added – perhaps in the parking lot area?
38. Humboldt at Annis, good place for a bench