To: Parks and Recreation Advisory Board

From: Scott Anderson, Parks Division Manager
Department of Parks and Recreation

Subject: Policy on Placement of Items on City Parkland

Date: June 1, 2017

In May, 2007, the City of Rapid City adopted a Policy on Requests for Placement of Memorial, Community or Public Service Items on City Park Land, Open Space or Recreation Facilities. The Policy was amended in August of 2010, December of 2012 and again in July, 2013.

Due to the significant increase in requests to place memorial and recognition items in the park system, the Parks and Recreation Advisory Board implemented a moratorium in 2016 on placement of any items in the park system. Staff has been working to develop a policy that would clarify what types of items would be allowed, where they would be located and who would pay for the costs of the project.

Contacts were made with other communities to see how they handled these requests. Staff also cataloged the type and location of existing benches and memorials in the park system. Based on the research done and information gathered, the attached policy was drafted. It significantly streamlines the process and clearly indicates that the Parks and Recreation Department will determine what types of items will be allowed and Parks staff will determine appropriate locations for benches and other items.

Staff recommends that the attached Policy on Placement of Plaques, Benches and Other Items on City Parkland be approved.

Please contact me if you have any questions.