



## City of Roeland Park Adopt an Island Program

### Guidelines

The City of Roeland Park Adopt an Island Program provides opportunities for companies, civic groups, institutions and individuals to adopt a traffic island or other public space and create attractive, welcoming “oases” throughout the City.

The City of Roeland Park maintains a list of islands available for adoption and assigns spaces on a **first-come, first-served basis** with prior year participants given first right to “re-adopt” the same space. Agreement will be for two years.

Contact **Donnie Scharff, Director of Public Works** at (913) 722-5435 or [dscharff@roelandpark.org](mailto:dscharff@roelandpark.org) to review options, discuss ideas and submit an application.

### Details

This provides Adopters the opportunity for hands-on beautification. This could range from weeding and litter control to more extensive efforts such as the planting of flowers. Once adopted, applicants agree to create a simple landscape plan, monitor their public space and maintain it throughout the season as outlined below. Plantings need not be elaborate but should create an appealing natural element. Participants are encouraged to utilize high impact/low maintenance plants wherever possible.

Next steps, Adopters will:

- Identify a traffic island or roadside area from the list of available sites that they wish to enhance and consider the type of improvements they want to propose.
- Install according to plan or contract with landscape company to do so. (**City Staff will purchase approved plants up to \$150 and deliver to island**)
- Install any plantings by the third week in May, maintain the bed until the first frost in October and clean up prior to winter months.
- Utilize only natural materials; plastic, silk or other imitation plants, flowers or materials **will be removed**.
- Check for watering, litter removal and plant replacement as needed.
- Maintenance includes trash removal, weeding, watering, spreading of mulch where applicable and revitalizing and replenishing throughout the season.
- Where they might interfere with traffic safety, plants cannot exceed 24 inches in height or spread onto the roadway as they grow, or in any way obscure the visibility of passing drivers or pedestrians.

In return the City of Roeland Park will:

- Provide and install an “Adopt an Island” sign recognizing the Adopter’s efforts (**no other signs or signage will be allowed on an island or close cluster of islands**).
- Provide mulch at the Public Works Department for pickup by Adopters. (**Public Works can deliver mulch if Adoptee does not have means to transport mulch**) Adopters must show certificate of program participation at time of pickup or drop off.
- Provide pickup of yard waste bags for end of season cleanup.



Est/ 1951

**PUBLIC WORKS**  
4600 W. 51 Street

Roeland Park, Kansas 66205  
(913) 722-2600

### **Adopt-An-Island Program Guidelines**

#### **Application Process:**

- Please complete an Adopt-An-Island Application accompanied by a proposed landscape plan, work plan with list of plantings, and two-year maintenance schedule.
- Completed Applications to be submitted to: City of Roeland Park Department Public Works.
- Upon approval by the City, the Adopter agrees to maintain the island for a two-year period. The City will inspect the work upon completion and periodically thereafter to ensure that the island is properly maintained.
- Renewal of the Adopt-An-Island is at the discretion of the City and will be considered 30 days prior to the conclusion of existing Agreement.

#### **Planting Guidelines:**

- Use plant materials that tolerate dry, poor soils, requires less water than most, and requires a minimum amount of maintenance, limited susceptibility to insect and disease infestation, and tolerance to salt exposure are desirable traits.
- Use peat moss, manures, or other organic matter as soil amendments to improve soil structure and increase water-retentive properties of soils.
- The City encourages the use of native plantings when and where possible to reduce stormwater runoff and creates natural habitats for pollinators and other wildlife. Funding for this effort is available through a cooperative agreement with Johnson County, the City and Bridging the Gap. To apply, [visit containtherainjoco.com](http://visit.containtherainjoco.com). **(Not available for Adopt An Island Program. Funding only available for resident's private property)**
- Limit use of fertilizers to avoid over-stimulating plant growth which in turn increases water requirements.
- Employ proper watering practices especially during establishment period.
- Ultimate height of shrubs to be no greater than 3 feet
- Proper roadway sight distances in accordance with American Association of State Highway and Transportation Officials (AASHTO) must be maintained.



Est /1951

**PUBLIC WORKS**  
4600 W. 51<sup>st</sup> Street Roeland  
Park, Kansas 66205  
(913) 722-2600

### **ADOPT-AN-ISLAND APPLICATION & AGREEMENT**

**Names:** \_\_\_\_\_

**Organization (If Needed):** \_\_\_\_\_

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

**Phone Numbers:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Island Location/Designation:** \_\_\_\_\_

**Please include the following information with application:**

1. Sketch of location and depict arrangement of plantings
2. A Work Plan with List of proposed plantings
3. Two-year maintenance schedule (See Attached)

**If approved, the Adopter agrees to the following conditions:**

- The Adopter agrees to make all such improvements to the island as proposed and approved by the Director of Public Works.
- The Adopter agrees to maintain all island vegetation for a minimum of 2 year after date of signed agreement.
- All work shall be in conformance with any and all landscape specifications as prescribed by the Director of Public Works.
- The Public Works Department shall have overall supervision of the work described.
- No changes in the scope of work proposed may be made without prior approval of the Director of Public Works.
- The City shall not assume any liability in connection with said tract of land.
- The City reserves the right to terminate this Agreement at any time.
- The name on the Sign will be approved at the discretion of the Director of Public Works.
- The Adopter accepts that the work shall be performed on an island in the middle of the road and further understands and agrees that the City has no responsibility to provide additional traffic control to the Adopter.



**PARK & RECREATION**  
4600 W. 51<sup>s t</sup> Street  
Roeland Park, Kansas 66205  
(913) 722-2600

Applicant Signature\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Donnie Scharff, Director of Public Works

\_\_\_\_\_  
Date



*est 1951*

4600 W. 51 St Street  
Roeland Park Kansas 66205  
(913) 722-2600

**Adopt-An-Island Program Waiver of Liability and Emergency Contact  
Information**

In exchange for the following services: I \_\_\_\_\_ agree to follow all OSHA safety guidelines and the City of Roeland Park, Kansas (the "City" ) in the City's Adopt -An-Island Application Agreement and Guidelines. I further agree to abide by any and all additional written or oral instructions given by the City in the performance of my services.

I recognize that there are certain inherent risks associated with the above service and I assume full responsibility for personal injury to myself and (if applicable) my coworkers. I further release and discharge the City for any injury loss or damage arising out of the scope of my services on the City's premises, whether caused by the fault of myself or my coworkers or other third parties.

I agree to indemnify, hold harmless and defend the City against all claims, causes of action, damages, judgements, costs of expenses, including attorneys' fees and other litigation costs, which may in any way arise from my or my coworker's presence on the municipality's property.

I agree to pay for all damages to the facilities caused by me or my coworker's negligent, reckless or willful actions.

Any legal or equitable claim that may arise from participation in the above shall be resolved under Kansas law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGING THIS RELEASE, I VOLUNTARILY SURREDER CERTAIN LEGAL RIGHTS.

Print

Signature

---

---



## Island Locations & Designations

## Adopt An Island 2 Year Maintenance Schedule (Example)

### Year 1

- May – Have plantings installed prior to the end of the month, add mulch as needed.
- June – Water as necessary, de-weed planting area, remove litter.
- July - Water as necessary, de-weed planting area. add mulch as needed.
- August - Water as necessary, de-weed planting area, remove litter.
- September - Water as necessary, de-weed planting area.
- October - Water as necessary, de-weed planting area, add mulch as needed, remove any diseased/dead vegetation, remove leaves, remove litter.
- November - de-weed planting area, remove any diseased/dead vegetation, remove leaves, trim grasses/bushes.

### Year 2

- **May** – Have plantings installed prior to the end of the month. Install new planting items per specifications, add mulch as needed.
- **June** – Water as necessary, de-weed planting area, remove litter.
- **July** - Water as necessary, de-weed planting area, add mulch as needed.
- **August** - Water as necessary, de-weed planting area, remove litter.
- **September** - Water as necessary, de-weed planting area.
- **October** - Water as necessary, de-weed planting area, add mulch as needed. Remove any diseased/dead vegetation, remove leaves, remove litter.
- **November** - de-weed planting area, add mulch as needed, remove any diseased/dead vegetation, remove leaves, trim grasses/bushes