

**City of Boulder**  
**Open Space and Mountain Parks Department**  
**Memorials and Donations Policy**  
**Adopted December 2001**  
**Amended July 2003**

**Purpose**

The Open Space and Mountain Parks Department receives numerous requests for memorials and donations for city lands it manages. The department's memorials and donations policy provides for a coordinated and consistent program for accepting and requesting contributions for the City Open Space and Mountain Parks Department.

The following guidelines provide guidance for review and decisions on requests for memorials and donations made to the city for Program purposes.

**Scope and Direction**

- Requests for memorials on Open Space and Mountain Parks land will be reviewed on an individual basis and decisions made by the department on location, design, language, materials, construction and placement. The placement and proliferation of memorials on the natural landscape are not management goals for the department. Memorials will be required to meet departmental management objectives and placed in locations that are unobtrusive and suitable for management of the surrounding area. There is no guarantee that memorials will be replaced if damaged or destroyed and may be removed to meet management objectives. Several alternatives will be available for memorials and donations: including, planting native trees and shrubs, maintaining a list of current projects that will benefit from donations of funds or equipment or labor, and donations for general open space and mountain parks purposes.

**Memorial Tree Donations**

Native trees and shrubs may be donated by the public and accepted by the department to be planted in appropriate locations on Open Space and Mountain Parks. The department will approve or select appropriate trees and shrubs for planting on Open Space and Mountain Parks lands.

- Native trees and shrubs must be of sufficient size and height with adequately developed root systems to ensure survival when planted.
- No plaques will be placed on or adjacent to donated trees.
- Native trees and shrubs will be planted in areas requiring restoration or reclamation or in areas managed for high visitor use (e.g., trailheads, picnic areas).

## **Memorial Benches**

Requests for memorial bench donations will be approved on a limited basis and, when approved, generally placed in areas managed for high visitor use.

- A maximum of two benches may be approved and placed each calendar year because of the limited number of appropriate locations. Other alternative memorials are available as outlined in this policy. The Department will maintain a waiting list for future years. Benches will not be placed after 2013.
- All costs of memorial bench construction, placement, necessary maintenance, potential replacement and associated costs will be covered in donation. The department requires a donation large enough to function like an endowment to cover all future maintenance, replacement and administrative costs. Benches may be available for future memorial donation if they need replacing and no endowment funds exist.
- The department must approve design and construction materials for the bench.
- The department will determine location and placement of the bench. The department will consider requests or suggestions for location and placement.
- Memorial benches must have an association with Open Space or Mountain Parks and serve or fill a specific management need at a specific place or area.
- Memorial benches must contribute to the management objectives and fit with the natural values of the area. These are in developed areas at trailheads or major accesses that have facilities such as picnic tables that are more appropriate for man made structures.
- Benches will be located for service vehicles access to minimize construction and maintenance costs and not create undesignated trails.
- Benches will typically not be placed in sensitive areas such as riparian areas.
- Benches will be placed if possible in the shade for visitor comfort and to minimize maintenance from sun damage.
- Benches will be placed away from private property.
- Benches will be constructed of sustainable local native or suitable recycled materials, constructed in a way that minimizes maintenance requirements and installed in areas with deep enough soils to place bench anchors.
- Any inscriptions or plaques placed on the memorial benches will be reviewed and approved by the department for wording and materials.
- Memorials requested as part of a condition of a land acquisition contract will be considered and, if approved, comply with the department's guidelines.
- The director or the director's designee has final approval responsibility for all memorials and benches.

## **Donations**

The mission of the Open Space and Mountain Parks Department is to ensure long-term protection of the natural resources and ecological functions of natural lands while providing opportunities for visitors to enjoy educational and passive recreational use consistent with resource protection goals. Open Space and Mountain Parks lands are managed for protection of their natural values where it is typically not appropriate to

memorialize individuals. Requests for individual memorials will be considered on a case-by-case basis. Donations of land or property will be considered on a case-by-case basis and accepted, if approved by the Open Space Board of Trustees.

Although memorials to individuals are not encouraged, several donation opportunities can meet management needs for the department.

- Renovations of facilities (amphitheater, shelters, nature centers)
- Replacement picnic tables
- Interpretive signs
- Environmental education materials (binoculars, spotting scopes, cameras, books) and nature center displays
- Ecosystem restoration projects
- General monetary donations that support departmental mission

The Open Space Board of Trustees will acknowledge donations to the program. General monetary donations will be accepted in any amount. A list of specific projects or areas available for donations will be maintained by the department and provided upon request. The “memorials/donations list” will include the number of benches/tables needed or available for replacement, condition of benches needing replacement, and replacement costs. Such a list may include specific areas or facilities: for example, Boulder Falls, South Mesa Trailhead, Panorama Point, Lost Gulch, Green Mountain Lodge, Flagstaff Mountain (amphitheater, picnic area, nature center), Halfway House, Bluebell Shelter, Foothills Nature Center, Settler’s Park, and Foothills Centennial. Donations other than general monetary donations will require a minimum amount determined by the department to ensure that the donated item can be provided. Minimum donations will range from \$250 - \$10,000.

### **Memorial Options**

Listed below are memorial options including a description, annual limits, donation level and plaque description.

#### **Bench**

1. Two benches per calendar year, waiting list or use other options (due to limited number of locations)
2. \$2,000 for bench and placement.
3. Plaque placed on bench (plaque purchased separately by applicant within specifications)

#### **Miscellaneous project** (such as facility improvement or interpretive signs)

1. No annual limit
2. Variable cost based on materials and personnel cost
3. Plaque discretely placed on project (plaque purchased separately by applicant within specifications)

**Trail Rebuild and Reroute**

1. No annual limit
2. Minimum of \$2,000, \$15/linear foot,
3. Plaque placed with others on a display to minimize visual impact along trail

**Tree** (place tree where less chance of damage)

1. No annual limit
2. \$
3. No plaque

**Donations**

1. No annual limit
2. No limit on contribution level
3. No plaque, recognition at Open Space Board meeting if requested