

**CITY OF BOULDER**  
**OPEN SPACE AND MOUNTAIN PARKS**  
**POLICIES AND PROCEDURES**

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**MEMORIALS AND DONATIONS POLICY**

**EFFECTIVE DATE** \_\_\_\_\_  
**LAST REVISED** Dec 2013  
**ANTICIPATED REVIEW** Dec. 2016

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**Mike Patton, OSMP Director**

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**I. POLICY**  
**OSMP Memorials and Donations Policy**

**II. PURPOSE**  
The Open Space and Mountain Parks Department receives numerous requests for memorials on OSMP lands and offers of donations. This policy provides coordinated and consistent guidance for accepting memorials and contributions to the city Open Space and Mountain Parks Department.

**III. SCOPE**  
Offers to donate memorials on Open Space and Mountain Parks land will be reviewed on an individual basis and decisions made by the department on location, design, materials, construction and placement as well as any plaque language. Memorials will be required to meet departmental management objectives and placed in locations that are suitable for management of the surrounding area. The placement and proliferation of memorials on the natural landscape are not management goals for the department. Staff will generate a list of appropriate options once a year.

**Memorial Benches**

Memorial Benches will be permitted as long as there is an OSMP approved location. The current (Jan, 2014) cost of a bench is \$3000. This is subject to change based on current material cost, labor rates and expected maintenance cost for the 12-year life of the bench.

- If the bench becomes damaged after 12 years it will be removed, unless the donor wishes to renew the memorial. Staff will attempt to contact donor before removal. The cost for renewal will be based on the then current fee.
- Design and construction materials for the bench are determined by the department.
- Location and placement of the bench will be determined by the department.

- Memorial benches must contribute to OSMP's mission and to the OSMP management objectives for the area. They must also fit with the natural values of the area.
- Benches will be constructed in a way that minimizes maintenance requirements.
- Any plaques placed on the memorial benches will be reviewed and approved by the department for wording, artwork and materials.
- Memorials requested as part of a condition of a land acquisition contract will be considered separately and, if approved, must comply with the department's guidelines.
- The director or the director's designee has final approval for all memorials.
- Once all approved locations have been filled, no more requests for benches will be taken. Other options for memorials will be provided.

### **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 make survival likely.
- No plaques will be placed on 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).
- Any requests for signs or plaques near donated trees need to be approved by Open Space and Mountain Parks.
- The cost of a tree donation will be determined by staff and will depend several issues such species, size, number, etc.

### **Memorial 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. Offers of 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 need to be approved by the Open Space Board of Trustees.

Several alternative donation opportunities can meet management needs for the department.

- Renovations of facilities (bridges, shelters, nature centers)
- Replacement picnic tables

## **MEMORIALS AND DONATIONS POLICY**

- Interpretive signs
- Environmental education materials (binoculars, spotting scopes, cameras, books) and nature center displays
- Ecosystem restoration projects
- General monetary donations that support departmental mission
- No plaque will be included in the donation. The donor may be recognized at an Open Space Board of Trustees meeting.