

CITY OF BOULDER
OPEN SPACE AND MOUNTAIN PARKS
POLICIES AND PROCEDURES

MEMORIALS AND DONATIONS POLICY

EFFECTIVE DATE _____
LAST REVISED Nov 2014
ANTICIPATED REVIEW Nov. 2017

Mike Patton, OSMP Director

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.
- 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.

*** The OSMP Management Team met on Feb. 10, 2014 and decided to allow the remaining 14 people from the waiting list to choose from the approved 63 locations (this includes new structures being put in). If there are subsequent requests they will be allowed to choose from the approved list of structures that are already in place. Once those locations are filled, no more requests for structures will be taken. ***

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.
- 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 on or 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 and should not be considered an opportunity to memorialize an individual. Nevertheless, requests are made to the department and they are 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
- Interpretive signs

- Individuals may request to have a memorial message placed on an interpretive sign. If allowed, the language must be approved by the department. After 12 years, if the sign needs to be replaced for any reason, the memorial language will be removed.
- Environmental education materials (binoculars, spotting scopes, cameras, books) and nature center displays
- Ecosystem restoration projects
- General monetary donations that support departmental mission
- If there is a request for a plaque it must go through departmental review and approval. The donor may be recognized at an Open Space Board of Trustees meeting.