

CITY OF ROCK SPRINGS PARKS & RECREATION DEPARTMENT

LIVING MEMORIAL DONATIONS - GUIDELINES & PROCEDURES



Adopted: May 2012

Purpose: To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail systems.

Background: Historically, the Parks and Recreation Department of the City of Rock Springs has accepted these donations without a formal written policy.

Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual aesthetics of the surrounding natural environment or place an undue burden on the City.

Definitions:

- 1.) **Donor** – Individual, group, company or organization, who provides funds, or labor for specific projects.
- 2.) **Living Memorials** – Plaques and plant materials, etc. offered in recognition or remembrance, and excluding gifts of land.
- 3.) **Plaque** – A metal 6 inch by 6 inch plaque.
- 4.) **Unrestricted** – Having no restrictions or obligations placed on the design, use or placement of the memorial.

Management Philosophy:

- 1.) The protection of the natural environment is a high priority. To this end, the Rock Springs Parks and Recreation Department may limit memorials in order to promote resource management and sustainability of natural landscapes.
- 2.) The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience.

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- 3.) *Design specifications will be compatible with existing management and operations plans.*
- 4.) *Final decision on the placement of memorials will be made by the Parks and Recreation Department.*
- 5.) *Memorials cannot have a commercial appearance or a corporate label.*

Approval Criteria:

All proposals will be evaluated by Parks and Recreation staff according to the following:

- 1.) *Placement of enhancements in the Parks and Recreation system must be compatible with the existing Parks Management Plan.*
- 2.) *The final decision as to location will be determined by the Parks and Recreation Department.*
- 3.) *Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.*
- 4.) *All memorials shall be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department.*
- 5.) *Memorial donations, which are large in scale, may be considered on a case-by-case basis as they relate to park planning processes.*
- 6.) *Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department Director.*

Procedures:

The donor meets with the Parks Superintendent to share ideas then submits a completed memorial Donation Agreement Form to the Parks and Recreation Department with the following information:

- *Who or what is being memorialized*
- *Type of memorial desired*
- *Location preferred*
- *Species preferred*
- *Value of proposed donation*

Procedures (continued):

Department staff will review and determine the appropriateness of the proposal as measured by approval criteria.

Department staff will notify the donor, in writing, within 7 – 10 business days of the review decision, identifying any final conditions of approval.

With a positive review decision, the Parks Superintendent will finalize the Memorial Donation Agreement Form between the City and donor and submit it to the Parks and Recreation Department Director for final approval.

The Director's approval must be received before installation of the memorial may proceed. Twice per year (spring and fall) orders will be placed and trees will be planted.

The City shall be responsible for the installation, maintenance, and protection of the work, within reason. Therefore, ten (10) percent of the project budget will be deposited in a maintenance account.

Once installed, the memorial becomes City property.

The City does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.

Appeal Process:

- 1.) The decision of the Parks and Recreation Department Director may be appealed, in writing to the Mayor.*
- 2.) The appeal should contain the following information:
 - a.) A statement of the action causing concern.*
 - b.) The action requested by the applicant and the reasons supporting it.*
 - c.) Any other relevant information and impacts.**
- 3.) The appeal will be considered within five business days. If practical, the matter may be resolved by telephone or office visit.*
- 4.) The Mayor's decision will be final.*

These guidelines will be reviewed periodically and updated as needed or indicated.