

Standard Park Memorial Administrative Procedures

This document contains Ashland Parks and Recreation Commission (APRC) procedures and guidelines for standard park memorials and will provide staff with direction when installing standard memorials on park amenities. The purpose of the guidelines is to establish a cohesive look throughout the park system and will provide clarity to those seeking a standard memorial.

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Standard Memorials Process

The Standard Parks Memorial was created to ensure that future memorials in Ashland parks meet the vision of this policy and to expedite the implementation of new memorials for the donor, staff, and Commissioners.

- Staff will create and maintain a webpage providing information to potential donors for standard and non-standard memorials.
- Available Standard Memorial locations and memorial types will be inventoried and made available to the public via a GIS Web Application.
- When selecting a Standard Memorial, the donor will complete the online Standard Memorials Request Form. Paper copies of the form will be available upon request at the APRC administration office.
- The Standard Memorial Form will contain the following items.
 - A link to the GIS web app that lists all available Standard Memorials
 - A place for the donor to identify a specific location and memorial type
 - The list of Standard Memorials contains benches, picnic tables, drinking fountains, and bear resistant trash receptacles – Additional standard Items may be added as needs for additional amenities arise
 - Donor Contact Information
 - Information on who or what is being memorialized
- Donors will make checks payable to ~~Ashland Parks and Recreation Commission~~ Ashland Parks Foundation (APF). APRC will be reimbursed for material and labor costs. The additional funds collected for maintenance will be deposited into a restricted fund, managed by APF, which will be utilized for park maintenance including the preservation of historic elements within Lithia Park.

Standard Memorial Benches

Various styles of benches are utilized throughout the APRC park system, which utilize wood slats or planks. See Figures 1-3 for examples of existing benches.



Fig.1 - Full steel frame w/ wood slats located in Lithia Park



Fig.2 - Partial steel frame w/ woods slats located in Lithia Park



Fig.3 - Embedded steel support posts w/ wood planks located in Lithia Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on benches with wood slats or planks.

- Plaque size: 1" x 4" - Install on the uppermost backboard, centered
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new bench where it is determined that the characteristics of the site are more suited to utilizing an embedded steel support posts that does not require a concrete pad. Figure 3 meets these guidelines. Figures 1 and 2 are examples of steel benches with wood slats that do not meet these guidelines.

- The frame should be constructed of a durable weather resistant material such as steel and able to be embedded into the ground
- Length: 5'
- Wood Planks: (4) 2" x 4" and (2) 2" x 6" installed as pictured in Figure 3 above – steel planks could also be utilized

New Wood Cost: \$1,000

Existing Wood Cost: \$750

The following guidelines will be used when retiring existing wood benches or when procuring a new bench and the characteristics of the site are more suited to utilizing a steel bench. Figure 4 is an existing steel bench that meets these guidelines.

- Length: 6'
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Include sufficient space between slats to allow water to run off
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- A uniform concrete pad should be poured to secure the bench
- Availability to purchase a plaque designed for the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4-All steel bench located in Ashland Creek Park

New Steel Cost: \$ 3,400

Existing Steel Cost: \$2,550

The following guidelines will be used when installing new benches on sports courts such as tennis and pickleball courts. See figure 1 below for an example.

- Length: 6 ‘
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Use all stainless-steel hardware
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- Availability to purchase a plaque custom fitted to the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 1-All steel bench with surface mounts

New Steel Cost: \$ 1,950

Existing Steel Cost: \$1,450

Standard Memorial Tables

Various styles of tables are utilized throughout the APRC park system which utilize wood planks or are completely constructed of steel. See Figures 1-3 for examples of existing tables.



Fig. 1 - Standard wood table located in Lithia Park



Fig. 2 - Non-Standard wood table located in Lithia Park



Fig. 3 - Standard steel table located in Garfield Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on wood tables.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new table where it is determined that the characteristics of the site are more suited to utilizing a wood table. Figure 1 meets these guidelines. Figure 2 is an example of a higher quality wood table found in Lithia Park that would be considered non-standard.

- Allow for wheelchair access at the ends of the table when located in an ADA accessible area
- The frame should be constructed of a durable weather resistant material such as steel
- Length: minimum 5'
- Wood Planks: (3) 2" x 12" for the table top and (1) 2" x 12" for each seat

New Wood Cost: \$1,100

Existing Wood Cost: \$825

The following guidelines will be used when procuring a new table and the characteristics of the site are more suited to utilizing a steel table over a wood table. Figure 3 is an existing all steel table. Figure 4 is an example of all steel table. Both meet these guidelines.

- ADA Compliant
- Constructed of a durable weather resistant material such as powder coated steel
- Color: Black, Dark Green, Blue or Brown
- Includes spaces on seats and table top to allow water run-off
- Shape: Square, round or rectangular
- Availability to purchase a plaque designed for the table and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4 - Example of standard steel table

New Steel Cost: \$2,300

Existing Steel Cost: \$1,725

Standard Memorial BBQ Grills

Currently, BBQ Grills are installed at Lithia Park and Garden Way Park. One of the reservable sites at Lithia Park has a large grill installed. The other grill in Lithia and Garden Way Parks are smaller and similar in size. Figures 1 – 3 are examples of existing APRC grills.



Fig. 1 - Small grill located at the Madrone Picnic Area in Lithia Park



Fig. 2 - Large grill located at Hillside Picnic Area in Lithia Park



Fig. 3 - Newly installed grill located at Garden Way Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on BBQ Grills.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the grill, centered

The following guidelines will be used when procuring a new BBQ Grill. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these guidelines.

- Firebox constructed of thick steel, be finished with a non-toxic corrosion resistant material and contain drainage holes
- The grate should be constructed of steel
- The grate height should be adjustable
- Stand should be constructed of heavy-duty metal with the ability to mount into concrete
- Ability to swivel is preferred
- The grilling surface should be a minimum of 420 square inches
- The fire box dimensions should be a minimum of 23"L x 18"D x 10"H

New BBQ Grill Cost: \$900

Existing BBQ Grill Cost: \$675

Standard Memorial Drinking Fountains

Various styles of Drinking Fountains are utilized throughout the APRC park system. See Figures 1-3 for existing examples.



Fig. 1 - Concrete fountain at Lithia tennis courts



Fig. 2 - ADA fountain without bottle filler at Garden Way Park



Fig. 3 - Newly installed ADA fountain with bottle filler at Garfield Park

The following guidelines will be used when installing a standard memorial plaque on Drinking Fountains

- Plaque size: 5" x 7"
- Material: Aluminum or other weather resistant material
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the drinking fountain using a plaque that conforms to the curve of the fountain

The following guidelines will be used when procuring a new Drinking Fountains. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these Guidelines.

- ADA compliant
- Casing: Constructed of a durable weather resistant material such as cold rolled steel with anti-corrosion coating
- Basin: Constructed of durable weather resistant material such as stainless steel
- Color: Green
- Vandal resistant features
- Includes a bottle filler
- Where appropriate, dog accessible bowls should be considered (see Figure 4)

New Fountain Cost: \$4,300

Existing Fountain Cost: \$3,225



Fig. 4 – Example of dog accessible fountain

Bear Resistant Trash Receptacles

Bear resistant trash receptacles are located within Lithia Park and not currently utilized on other park properties.

The following guidelines will be used when installing a standard memorial plaque on Bear Resistant Receptacles.

- Plaque Size: 5" x 7 "
- Material: Aluminum
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the large front access door, centered

The following guidelines will be used when procuring a new bear resistant trash receptacle. Figure 1 meets these guidelines.

- ADA Compliant
- Ability to attach an add on receptacle to collect recyclable materials
- Dual shoots are preferable to allow for the ability to expand recycling options
- Color: Forrest Brown or Green
- Constructed of corrosion proof steel or a similarly durable material
- Hardware constructed of corrosion proof material such as zinc coated steel



Fig. 1 - Bear resistant trash receptacle located in Lithia Park

New Bear Can Cost: \$3,600

Existing Bear Can Cost: \$2,700