



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

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EFFECTIVE DATE	8/23/2004	REVISED DATE	11/25/2019

PARKS MEMORIALS POLICY

I. Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Ashland Parks and Recreation Commission (APRC) appreciates and encourages such contributions and strongly urges those wishing to commemorate persons, groups or events to consider making a contribution without requiring a physical memorial. A guiding principle is for the park itself to be the showpiece or center of activity, rather than a site containing memorials.

This statement of policy and guidelines is designed to:

1. Provide specific criteria for design and placement of memorials
2. Establish a clear and consistent process for application, review, approval and implementation of all proposals
3. Define ongoing maintenance responsibilities of the donor and of the Parks Division

II. Policy:

Consideration will be given to proposals to install memorials on APRC managed lands under one or more of the following circumstances:

- A. When the memorial proposed has been located, selected and purchased following the standard parks memorial program, as outlined in the Standard Park Memorials Administrative Procedure document maintained by staff.
- B. When the feature will enhance the park and be in character with the purpose for which the park was created.
- C. When the person or group memorialized has contributed significantly to the mission of APRC.
- D. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.
- E. When a donation is made that constitutes more than fifty-percent (>50%) of the cost of the acquisition of a park, park feature or facility or greater than fifty-percent (>50%) of the resources required for the development of a park, park feature or facility.

Note: *Complying with some or all of the above policy elements does not automatically secure approval.*

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III. Criteria and Rationale

- A.** Ashland's parks are established to provide areas or structures for organized active recreation, trails, open space, aesthetic benefits and environmental protection and enhancement. Memorials will be in character with and not detract from the purpose of the park or facility.

- B.** There must be justification for the existence and location of all memorials.

- C.** The preferred location for a memorial is inside or immediately adjacent to a structure such as a building or parking area or entrance to a structure or trail. Development of a trail, renovation of a feature or structure or restoration of a natural area may be acknowledged by a sign or plaque within its access or parking area or within or on an existing structure.

- D.** Memorials placed outdoors should be part of a landscape design plan and carefully incorporated so as to be part of the fabric of the site, rather than a feature of the site.

- E.** Memorials to individuals may be incorporated into structures or amenities approved by the committee. A newly installed park structure or amenity may be considered for a particular site if the park plan designates the need.

- F.** Memorials related to community history or natural history may be placed in accordance with the park plan, if one exists, or by approval of the committee.

- G.** A conservative approach will be taken regarding requests for memorials in Lithia Park in order to preserve its natural and historic character.

- H.** The donation amount required to establish a memorial will include the actual costs of installing the memorial as well as maintenance costs associated with the memorial itself and general parks maintenance activities. Costs for standard memorials identified in the Standard Park Memorial Administrative Procedure document shall be assessed at the beginning of the second year of each biennium and may also be adjusted on an as needed basis to reflect rising material costs.

IV. Memorials that may be considered:

A. Historic Events

Events significant to the park's formation or development or in the development to the region of town in which the park is located.

B. Persons, Groups or Organizations

Community members, groups or organizations that were influential in promoting, developing or preserving parks and recreation locally or regionally, as well as those who have contributed in other ways to the Community of Ashland.

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C. Structures

Commemorating the roles of individuals, such as designers, government agencies and others in the development and construction of new structures located in the park.

V. Monument Types:

- A. Standard Memorials:** Guidelines for standard memorial types and plaques are outlined in the Standard Park Memorial Administrative Procedures document.
- B. Nonstandard Memorials:** Parks staff will maintain a current needs list of potential non-standard memorials such as bridges, gazebos, trails, paths, picnic shelters, sports courts and other park amenities. All locations, types of materials and any other considerations will follow all parks policies and standards. Plaques made of permanent materials such as bronze, other metals or stone may be mounted in walls, in paving, or on cast concrete or can be attached to the donated item.
- C.** All proposed memorials not specifically mentioned in A and B above shall be processed as nonstandard memorials.

VI. Application Process

A. Parties involved:

- 1. Donor: Individual or group proposing a memorial.
- 2. Subcommittee: A memorial review subcommittee shall be formed to review proposals regarding memorials. The subcommittee shall be comprised of a minimum of two Commissioners and may include other appropriate persons. The subcommittee reviews proposals in accordance with standards described herein, approves standard memorials and makes recommendations on non-standard memorials to the Commission.
- 3. Commission: Commissioners approve or deny non-standard memorial proposals, at a business meeting.

B. Process:

- 1. For Standard Memorials:
 - a. The donor will follow the process outlined in the Standard Park Memorial Administrative Procedures document.
 - b. The Subcommittee will review all requests for compliance with this policy and the guidelines found in the Standard Park Memorial Administrative Procedures and has the authority to grant final approval.
- 2. For Non-standard Memorials:
 - a. The donor will review this policy statement and submit a preliminary proposal in writing to APRC and will be reviewed by the Director for submission to the committee.

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- b. The proposal must indicate who or what is being commemorated, the type of memorial desired, the preferred location, maintenance considerations and justification for the request.
- c. The subcommittee will review proposal and make a recommendation to the Commission.
- d. Commissioners will approve or deny the proposal.

VII. Installation

Upon final approval of the memorial proposal, it becomes the donor’s responsibility to coordinate and finance the fabrication, delivery and installation of the plaque or memorial with APRC staff. Any changes to standard memorials must be approved by the Subcommittee prior to installation of the memorial. Substantive changes to nonstandard memorials must be approved by the Commissioners.

The Parks Superintendent inspects the memorial before and after installation to ensure that all the conditions of approval have been met.

VIII. Removal, Replacement and Expiration

APRC reserves the right to move, remove or replace any memorial within any property under its jurisdiction for any reason.

If the memorial becomes damaged beyond repair, an attempt will be made to contact the donor to repair or replace the item, or it may be removed.

After a period of ten years, standard memorials will expire and become available for rededication. The donor who initially established the expired memorial will be contacted when possible and be provided an opportunity to re-dedicate the memorial by donating the amount identified for existing memorials in the Standard Park Memorial Administrative Process document without going through the formal approval process.

Any Standard Memorial plaques removed after the 10-year period will be moved to a central location in Lithia Park.

The expiration of nonstandard memorials will be handled on a case-by-case basis.

IX. Date of Effect of these Guidelines

The guidelines become effective upon adoption by Commissioners.

Revision History

- Revisions approved on November 25, 2019*
- Revisions approved on December 8, 2008*
- Revisions approved on December 23, 2013*
- Revisions approved on November 25, 2019*