

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: December 16, 2021

Item description/summary:

OPUD Parks Memorial Placement Policy. This item has been discussed in committee. After several requests for memorial placement the Board wished to have a policy to standardize the monuments placed in District parks. The policy addresses many aspects of memorials.

Fiscal Analysis:

N/A

Employee Feedback

None

Sample Motion:

Move to approve the OPUD Policy for Memorials in District Parks.

Prepared by:

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OLIVEHURST PUBLIC UTILITY DISTRICT

Policy for Memorials in District Parks

1) Purpose

Parks and public open space areas are to be open, aesthetically pleasing, and usable by the public. Memorials that commemorate or remember a special individual can be part of the open space experience provided they are designed and located appropriately. However, because public parks are a precious commodity, and the integrity of the District's recreational areas must be protected, the design, installation, and maintenance of memorials requires standardized policies.

2) Scope

Requests for placing memorials in District public parks are to be coordinated through the OPUD Clerk of the Board or Public Works Assistant and shall involve the District's Parks Committee and subsequently approved by the full OPUD Board.

3) Responsibilities

Employees are responsible for reading and understanding the requirements of this policy.

Every employee is required to report violations of this policy to their immediate supervisor.

4) Policy

- A memorial may honor a deceased person or animal, or an event deemed to merit such an honor.
- The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park.
- The memorial and its location, design, and materials shall be compatible with any adopted master plan for the park.
- Memorials shall be made of durable materials that will last over time, discourage graffiti, and not incur additional maintenance.
- The cost of fabrication, installation and maintenance of a memorial shall be borne by the donor.
- The District reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal.

- The memorial itself, and all artwork contained in it, must be appropriate for viewing by all ages of the general public. Artwork that is obscene or offensive in any way will not be approved.
- Designated memorial locations may reach a saturation point at which time the District may consider closing the location to additional memorials, expanding the defined area of memorials at that location, or removing memorials to create room for new memorials and making a reasonable effort to return past memorials to their donors.

5) Memorial Options

1. Plaques - Specific areas within District parks may be established for the grouped display of memorial plaques involving seating walls, raised planter walls, fences, a defined area on a building wall, contemplative garden paths, etc
2. Trees - Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the District. The District does not guarantee the memorial tree's viability.
3. Other – Unique memorials in key locations may be considered for applications that represent broader community values; that meet the intent and criteria of this policy; that provide a public benefit; and that include a maintenance program acceptable to the District.

6) Application and Approval

Applicants are to provide a written description of the requested memorial to include, at a minimum:

1. Applicant's name, and contact information
2. A description of the memorial including material, any special design features and any text on the memorial
3. The proposed location of the memorial
4. Drawing or sketch may be helpful to describe above

The request will be turned in to the Clerk of the Board or Public Works Assistant and forwarded to the next Parks Committee. The Parks Committee will forward the request to the full Board for approval once they feel it meets the standards.