

DIVISION 2. - PARKS MEMORIAL POLICY

Sec. 17-132. - Parks memorial policy.

(a) *The city's parks and recreation department shall consider and confirm reservations in the following priority:*

- (1) Memorial request;
- (2) Types of memorials;
- (3) Plaques or markers;
- (4) Installation.

(b) *Memorial requests:*

- (1) Memorial requests can only be submitted for a loved one who has passed away and must be in writing to the Angleton Parks and Recreation Director. All requests must have the written consent of the family involved. The request should provide all information requested on the memorial application and must include the type of memorial (see below), and preferred location.

(c) *Types of memorials:*

- (1) *Bench.* The style and type of the bench is a Champion Bench - Premium Wood Grain TBN-154 (black frame, recycled walnut slats), or other bench approved by parks and recreation department, that is consistent with other standard benches installed in the City of Angleton Parks. At the applicant's request, the bench can have a cast bronze plaque TPQ-02 mounted on the bench with memorial wording. (Plaque specifications and wording choices detailed below.) Benches will be installed adjacent to common area/park sidewalks or trails.
- (2) *Tree.* A 30-gallon tree from the approved tree list found on the memorial application maybe selected by the applicant. The tree's exact location will be determined by city staff to conform to surrounding area landscaping. These trees are selected for their durability. Trees will only be installed where adequate irrigation and spacing is present. Donors will be notified once a tree has been planted and will be made aware of its location. The city cannot guarantee a specific planting date.

(d) *Plaques:*

- (1) Plaque requests can only be made in conjunction with a bench or service project. Standalone plaques are not permitted. A standard plaque style has been chosen by Angleton Parks and Recreation staff for bench memorials and service projects. Plaque specifications are:
 - a. Bench plaques are approximately eight inches w × two inches h in size, bronze, has up to three lines of text and 18 characters/spaces maximum per line and will be mounted on the front of the bench.
 - b. Specific wording for a plaque is required. Additional inscriptions, religious symbols, and extraneous content is not permitted. Inscriptions will appear in the following format:

IN MEMORY OF/IN LOVING MEMORY/IN HONOR OF
BOB SMITH
7/5/1942—1/7/2010
 - c. Service project plaques are approximately eight inches w × two inches h in size, bronze, has up to three lines of text and 18 characters/spaces maximum per line and will be mounted on the project. Parks and Recreation staff will designate the location of the plaque on the service project.

GROUP NAME
INDIVIDUAL NAME
MM/DD/YYYY

(e) *Installation:*

- (1) Parks and recreation staff, or designated vendor, will be responsible for the final site selection and installation of the memorial or service project. The date of the tree planting and installation or bench installation cannot be guaranteed. Requests are processed in the order they are received. Trees are planted between November 1 and March 1 due to climate conditions. Benches may be installed at any time during the year.

(f) *Applicant's responsibility:*

- (1) The applicant will be responsible for the cost and installation of the memorial. Parks and recreation staff will provide the requesting applicant the cost of the memorial, with installation, and the applicant will be responsible for paying the City of Angleton. Full payment is required prior to ordering any memorial.

(g) *Ownership:*

- (1) Angleton Parks and Recreation Department holds ultimate ownership over all memorials and service projects, and it is prohibited for applicants to decorate, personalize, or add adornment to any memorials or service projects.

(h) *Maintenance and installation:*

- (1) The city will not replace or be responsible for trees, or service projects, that become damaged or die.
 - (2) Special maintenance requests for specific benches, or service projects, will not be granted except in cases of safety concerns, or damage. If a memorial bench, or service project, is vandalized or damaged by an act of God, the parks and recreation department will make every effort to repair the bench, or service project, within the limits of its available funding. If the bench, or service project, cannot be repaired or replaced, and if the bench, or service project, is a hazard or is unsightly, the parks and recreation department may remove the bench, or service project.
 - (3) In the event that a memorial plaque is stolen from a bench, or service project, the donor will be given the option to purchase a replacement. Written efforts will be made and documented to contact the donor. If the donor cannot be reached, the Angleton Parks and Recreation Department reserves the right to forego replacement, move or abandon the plaque, bench or other marker. Angleton Parks and Recreation Department is not responsible for any theft of memorials or service projects.
 - (4) Any memorial, or service project, which is installed without the approval of the Angleton Parks and Recreation Department may be removed at the expense of the party who installed the memorial, or service project.
 - (5) All benches, or service projects, will be installed and maintained by the parks and recreation department staff or contractors. Memorial benches, or service projects, will remain in place for the duration of the structure's lifespan. At the end of this period, the parks and recreation department may at its own discretion replace or remove the bench, or service project.
 - (6) Angleton Parks and Recreation Department reserves the right to relocate the bench, or service project, for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location of the bench, or service project.
- (i) The parks and recreation board of directors requires a minimum of 30 business day to review and follow-up on all memorial and service project requests. Location determination and payment process will begin after that. The City of Angleton reserves the right to reject or decline any donation.

(Ord. No. 20220125-007, § 2, 1-25-22)

Secs. 17-133—17-155. - Reserved.