



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

**DATE:** October 28, 2025  
**TO:** Honorable Mayor and City Council  
**FROM:** John Guertin, City Manager  
**SUBJECT:** Adoption of a Memorial Bench Policy  
**CEQA:** Not applicable.

## Discussion

The City periodically receives requests from residents and community members to donate and install memorial benches in honor of family members, friends, or other individuals. While these requests demonstrate strong community engagement, the City currently does not have a formal policy to guide how such requests are processed, how locations are determined, or how costs are assigned.

To ensure fairness, transparency, and consistency, staff recommends the City Council adopt a Memorial Bench Policy. The recommended policy will establish clear guidelines for:

- Ensuring consistency, fairness, and transparency in the administration of memorial bench requests;
- Defining responsibilities between the donor and the City for installation, maintenance, and replacement; and
- Establishing a cost recovery framework ensuring City funds are not used for private dedications.

At the September Council meeting, the City Council discussed policy options and provided direction to staff regarding the development of the proposed policy. The proposed policy is based on the City of Pacific Grove's long-standing "Bench Naming Rights Policy" and, with the input from Council, has been adapted for Del Rey Oaks. It provides for ten-year renewable permits, establishes a waiting list when locations are unavailable, and defines City and donor responsibilities for maintenance and replacement.

## Fiscal Impacts

The policy is designed to ensure full cost recovery through fees established in the City's Master Fee Schedule. No direct fiscal impact is anticipated to the General Fund.

## Recommendation

Staff recommends that the City Council adopt the attached Memorial Bench Policy and approve the accompanying resolution establishing the City's formal policy and process for memorial bench donations, siting, and maintenance.

**Attachments**

- Resolution Adopting Policy
- Memorial Bench Policy

Respectfully submitted,

---

John Guertin  
City Manager

**RESOLUTION NO. 2025-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL REY OAKS  
ADOPTING A MEMORIAL BENCH POLICY**

**WHEREAS**, the City periodically receives requests from residents and others to donate and install memorial benches in public spaces; and

**WHEREAS**, the City Council desires to establish consistent policies and procedures to manage memorial bench applications, placement, and maintenance responsibilities; and

**WHEREAS**, the City's policy is modeled after regional best practices, including the City of Pacific Grove's bench naming rights program, and ensures full cost recovery for bench installations and renewals; and

**WHEREAS**, adoption of this policy will promote fairness, transparency, and sustainability in administering memorial bench dedications.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Del Rey Oaks does hereby:

1. Adopt the *Memorial Bench Policy* attached as **Exhibit A**.
2. Authorize the City Manager, or their designee, to administer and enforce the policy, including establishing and maintaining a list of approved bench sites.
3. Establishes that fees related to the Memorial Bench Program shall be included and updated in the City's Master Fee Schedule.
4. Affirms that this resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DEL REY OAKS**, this 28<sup>th</sup> day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Scott Donaldson, Mayor

\_\_\_\_\_  
Karen Minami, City Clerk

# CITY OF DEL REY OAKS

## Memorial Bench Policy

**Policy No.: PW-300.01**

**Effective Date: October 28, 2025**

---

### **Purpose**

The purpose of this policy is to establish procedures for the donation, installation, and renewal of memorial benches placed on City property to commemorate individuals or organizations with ties to the community. The policy ensures consistent administration, equitable opportunities, and cost recovery for program sustainability.

---

### **Policy**

#### **1. Program Administration**

- The City Manager, or designee, shall administer the Memorial Bench Program and maintain an inventory and waiting list of available bench locations.

#### **2. Application Process**

- Applicants must submit a Memorial Bench Application Form with applicable fees.
- Eligibility is limited to residents, former residents, or individuals with significant ties to Del Rey Oaks.
- Locations are offered in the order of approved applications as they become available.

#### **3. Permit Term**

- Each bench dedication shall be issued under a renewable ten (10) year permit.

#### **4. Fees**

- Fees shall be established in the City's Master Fee Schedule.

**Approved by: City Council Reso. #2025- | Revision: | Supersedes:**

- Applicants are responsible for the cost of the bench, plaque, installation, and, if necessary, replacement.
- All fees shall reflect full cost recovery and be reviewed annually.

#### **5. Bench Placement**

- Locations shall be assigned from an approved site list developed by Public Works staff and approved by the City Manager.
- The City Council shall not consider or hear appeals of bench placement decisions.

#### **6. Maintenance Responsibilities**

- The City shall maintain the structural condition of benches (e.g., slats, supports, hardware).
- If a bench needs to be replaced due to damage, donors will be responsible for the replacement costs.
- Donors are responsible for cosmetic care such as cleaning.

#### **7. Plaques**

- Plaques shall conform to City-approved design, size, and material standards.
- Text content shall be subject to review and approval by the City Manager or designee.

#### **8. Transferability**

- Bench naming rights may be transferred to family members if the wording on the plaque remains unchanged during the permit term.

#### **9. Removal or Relocation**

- Benches may be removed or relocated at the City's discretion for safety, accessibility, or park redesign purposes without refund.

#### **10. Vendors**

- The City may contract with third-party vendors for fabrication, engraving, and installation services as needed.

# CITY OF DEL REY OAKS

## Bench & Plaque Donation Application

---

Thank you for your interest in donating a public bench or plaque within the City of Del Rey Oaks. This program allows residents and friends of the community to commemorate individuals or events through the placement of benches and plaques in approved city locations.

### Applicant Information

Applicant Name:			
Mailing Address:			
City, State, ZIP:			
Phone:		Email:	

### Honoree Information

Honoree Name:	
Relationship to City of Del Rey Oaks:	

### Bench and Plaque Details

Requested Location(s):	
Type of Request:	<input type="checkbox"/> Plaque on Existing Bench <input type="checkbox"/> Replacement Bench <input type="checkbox"/> New Bench (requires approval)

### Plaque Inscription (maximum 3 lines)

---



---



---

### For City Use Only

City Manager Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	
Plaque Ordered:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Plaque Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Installation Completed:	Date:		