
Langenburg's Policy and Procedure Handbook

Policy Title: Memorial Donations/Gifts

Category: LCDB

Ownership: LCDB

Date Approved: May 1 2019

Effective Date: June 1, 2019

Date of Last Amendment:

Purpose: To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in Town-owned facilities, parks, natural areas and trail systems.

Policy: Members of the public are invited to make a donation to commemorate a special person, a momentous occasion or simply donate as a philanthropic gesture to beautify a community recreation facility, park or property.

Donations towards the purchase of enhancements, memorial gifts or monumental plaques can include:

-Park Benches

-Trees

-Bike Racks

-Picnic Tables

-Sun Shelters

-Sports equipment

-Playground Structures

-Plaque- *A plaque may commemorate a person or group of persons, an event, significant date or an existing or former structure or physical feature.*

-Other Options can be discussed with the Langenburg Community Development Board

Eligibility: These types of donations are administered and managed by the Langenburg Community Develop Board's Recreation Director.

It is the responsibility of the donor to purchase their monument. The donor may choose to donate above and beyond the purchased enhancement or memorial gift as they see fit.

In the case of a monumental plaque, a suggested minimum donation of \$500.00 grants the donor a lifelong space to honor the significant person, group, event, or day.

All proposals will be evaluated on a case by case basis by the Langenburg Community Development Board according to the following:

1. Placement of the memorial or enhancements in the Parks and Recreation system.
2. The size of the memorial or enhancement. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
3. The purpose of the memorial or enhancement.
4. Materials and design used to construct the memorial.

Procedure:

- The donor talks/meets with Recreation Director to share ideas.
- The Recreation Director presents the ideas to the Langenburg Community Development Board who will review and determine the appropriateness of the proposal.
- The Recreation Director will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.
- Once the design has been approved, it is the responsibility of the donor to purchase the memorial monument and to communicate to the Recreation Director as to when it will be ready for installation.
- The Langenburg Community Development Board shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes Town property.

The Town does not guarantee permanency of the memorial. If a memorial must be relocated, they will attempt to notify the donor, in writing. The town takes no responsibility to replace stolen, vandalized plaques.