

LAFAYETTE COMMEMORATIVE PROGRAM
Parks, Trails and Recreation Commission
City of Lafayette, California
Adopted by the City Council on January 24, 2005
Amended on October 15, 2019

1. PURPOSE:

The Parks, Trails and Recreation (PTR) Commission of the City of Lafayette adopts the following Commemorative Program in order to provide guidelines for prospective donors and community groups wishing to recognize a person or group. It is an appropriate public service to provide opportunities for people to commemorate loved ones to acknowledge the contributions of community members, and/or to recognize the achievements of Lafayette residents. The PTR Commission seeks to honor the recognized individuals and/or groups and also respect the aesthetics and intended public use of the space in which the commemorative is placed.

2. PROGRAM OVERVIEW:

Commemoratives may be selected from a pre-approved list of opportunities within Lafayette's parks and recreation areas. The list includes benches, trees, picnic tables, drinking fountains and other facilities, both new and existing. Commemoration is typically in the form of a brass plaque that will be placed directly on the selected item or on a boulder next to the item. Plaque sizes and exact placement will be determined by the City. Minimum donation and/or payment requirements are indicated on the attached list of pre-approved items. Requests for items and locations not on the list will be considered. If an alternative item and/or location is approved by either the PTR Director or PTR Commission, the cost/donation requirements will be determined on a case-by-case basis.

3. AUTHORITY:

The Commemorative Program and pre-approved list of commemorative opportunities is approved by the Lafayette City Council. No additional approvals are needed from the PTR Commission for items on the pre-approved list. Requests not on the pre-approved list, or competing requests for the same commemorative opportunity, will be reviewed and determined by the PTR Commission.

4. ADMINISTRATION AND PERMANENT RECORD:

Administration of the Program is handled by the Parks, Trails and Recreation Director. A permanent record will be kept of the item dedicated, name(s) of the honoree(s), location, donation amount and actual cost to purchase and install the item and/or the plaque.

The PTR Commission will record any motion for exceptions or amendments to the pre-approved list and resolution of conflicting interests. The record will include the information needed for the permanent record referred to above.

5. LOCATION, NUMBER AND PLACEMENT:

The PTR Commission shall have the authority to approve the location and number of memorials, trees, benches, or other amenities that may be dedicated or donated in Lafayette parks, trails and recreation areas. Items placed at each site should be selected with attention to the character of the existing place. For example, a bench at a residential park should match or blend in with the existing benches. The overall number of commemoratives should blend with the aesthetics and character of the park and/or recreational facility, and be appropriate for the space. The placement

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of any commemoratives shall comply with all applicable laws, including the City Ordinance, ADA regulations and applicable building codes. If attached to a recreational facility, the PTR Commission and/or the PTR Director may require consultation with a City Engineer prior to approval.

Memorial trees will be appropriate to the surrounding vegetation. Requests for commemoratives not on the pre-approved list should be in keeping with these guidelines.

The PTR Commission shall have the authority to close a site if the Commission conclude that opportunities for commemoratives at that site have been exhausted. The PTR Commission will work with applicants to find another suitable area for their dedication.

6. DONATIONS/PAYMENT:

Each commemorative item requires a donation or payment agreement. There are limited opportunities for commemoratives. The donation or payment covers the cost of purchasing and installing the commemorative, as well as contributing to the overall enhancement of park, trails and recreation facilities. Each item on the pre-approved list has a minimum donation or payment requirement. Donations above the minimum are encouraged. Upon request, the actual cost of purchase and installation will be provided to the donor after the installation is complete. For new items not on the pre-approved list, the PTR Commission will determine the appropriate minimum donation or payment.

7. REQUIREMENTS FOR YOUTH SPORTS LEAGUES, SCOUTS OR OTHER COMMUNITY GROUPS:

The PTR Commission encourages the recognition of outstanding achievements by youth sports teams, scouts or other community groups. Because this type of commemoration differs in kind from the commemoration of individuals, additional guidelines may apply. Where such commemorations are sought, the youth sports league, scouts or other community group shall be responsible for all costs associated with the commemorative, including installation. The commemorative shall be subject to all other provisions of the Lafayette Commemorative Program, including the application and approval process. Scout plaques may be approved as part of the scout project approval process.

8. CARE, REPAIR AND REPLACEMENT:

The PTR Commission will advise the City of Lafayette to maintain the donation once it is installed. The PTR Commission or the City of Lafayette cannot be responsible for any accidental damage, vandalism, theft or loss of any donation. New trees will be replaced by the City of Lafayette if they die during the first year. Damaged or lost commemoratives may or may not be replaced according to the current available resources, constraints and priorities of the City of Lafayette. Every effort will be made to repair an item, but if it cannot be repaired, it may be removed and replaced and/or relocated.

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The PTR Commission reserves the right to relocate a commemorative or tree. The donor will be notified.

9. APPLICATION AND APPROVAL PROCESS:

A completed application is required to initiate the commemorative process. The donor can request the wording on the plaque as part of the application. The application is submitted to the PTR Office. If the request is for an item on the pre-approved list and the item and/or location is still available, the application may be approved by the PTR Director and payment of the donation for the commemorative is due. The PTR Director may also choose to take the item/location on the list to the PTR Commission for additional review. If the PTR Commission determines that the location, number and/or placement of pre-approved commemoratives no longer blend with, or are otherwise inappropriate, for the character and aesthetics of the subject park or recreational facility, the PTR Commission reserves the right to modify the pre-approved list and/or withdraw the prior approval. The PTR Director reserves the right to alter the donor's requested wording for the plaque if it is inappropriate for a public space.

A request not on the pre-approved list will be considered by the PTR Commission at its next regularly scheduled meeting. No fee is required during this period. If the request is approved, the payment of the donation is due. All donations for commemoratives must be paid in advance before the commemorative item and plaque are ordered. Any conflicts or appeals will be resolved by the PTR Commission.

When the installation is complete, the donor will be notified along with a written acknowledgment.

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Pre-approved List of Commemoratives and Minimum Donations/Requirements

<u>Facility</u>	<u>Minimum Donation</u>	
	<u>Existing</u>	<u>New</u>
BROOK STREET PARK		
Drinking Fountain	\$ 2,000.00	Not Available
Benches	\$ 2,000.00	\$ 3,000.00
Picnic Tables	\$ 2,000.00	\$ 4,000.00
BUCKEYE FIELDS		
Trees	\$2,000.00	\$ 3,000.00
Planting Area Plaque		Payment*
LAFAYETTE COMMUNITY CENTER		
Seat Planter	\$ 2,000.00	Not Available
Picnic Tables	\$ 2,000.00	Not Available
Drinking Fountain	\$ 2,000.00	Not Available
Trees	\$ 2,000.00	\$ 3,000.00
Benches	\$ 2,000.00	Not Available
LAFAYETTE COMMUNITY PARK		
Trees	\$ 2,000.00	\$ 3,000.00
Benches	\$ 2,000.00	\$ 3,000.00
Picnic Tables (Pétanque Area)	\$ 2,000.00	\$ 4,000.00
Drinking Fountain (Pétanque Area)	\$ 2,000.00	\$ 6,000.00
Planting Area Plaque		Payment*
Score Board		Payment*
Goal Storage Area		Payment*
LEIGH CREEKSIDE PARK		
Benches	\$ 2,000.00	Not Available
Picnic Tables	\$ 2,000.00	Not Available
Drinking Fountain	\$ 2,000.00	Not Available
LAFAYETTE GAZEBO		
Bench	\$ 2,000.00	Not Available
MILDRED LANE PARK		
Bench	\$ 2,000.00	Not Available
Shade Structure	\$ 2,000.00	Not Available
MURRAY LANE		
Trees	\$ 2,000.00	Not Available

Approximate Plaque Sizes

- 3" x 5" for drinking fountains
- 4.5 x 10" for benches with seat backs
- 2" x 8" for edges of benches and picnic tables
- 6" x 12" for landscape boulders

*Payment: Payment in full for item and installation of commemorative