



MEMORIAL BENCH AND TREE PROGRAM

The Parks & Recreation department has created a Memorial Bench and Tree program that allows individuals or groups to purchase a bench or tree in honor of their loved one. This program will offer a meaningful way to remember someone while contributing to the enhancement of the City's parks and public open spaces.

Requests for placing memorials in City owned or maintained public parks and/or open space areas are to be coordinated through the Director of Parks & Recreation and shall involve the Public Works department to evaluate site location, installation and maintenance of memorials, and to ensure their public safety.

MEMORIAL OPTIONS:

Bench:

The cost of a memorial bench is approximately \$4-\$5K based on bench style and installation. City standard bench options will be provided based on the location. This fee includes the site preparation, concrete bench pad including ADA required companion seating, procurement and installation of the bench. The plaque is purchased by the applicant but will be installed by the City (see below for details).

City staff have full discretion over location.

Plaque specifications: Plaque proof to be reviewed and approved by City staff prior to fabrication. Applicant can expect to pay approximately \$200 for plaque depending on vendor and specifications.

Tree:

The cost of the memorial tree varies based on size, species, location and installation. The City does not guarantee the memorial tree's viability.

Plaque type, specifications, materials, font and size to be discussed with and approved by City staff.

CRITERIA:

- The City does not permit the installation of memorials commemorating living persons. The following criteria needs to be met:
 - Bench: Honoree has been a San Marcos resident and has contributed significantly to the quality of life in San Marcos, such as, but not limited to serving on a City commission, committee or other impactful community volunteer work.
 - Bench: Honoree has provided a substantial donation toward the cost of construction of a park facility or maintenance of said facility.
 - Tree: By request; requires approval from the Director of Parks and Recreation
- The applicant shall pay all costs associated with the memorial, including materials and installation.
- Memorials shall be limited to a single representation per person commemorated.



- Memorials will be placed at a location to maximize the benefit to an area. The City may limit the number of memorial benches and trees in a particular area or park.
- Once installed, the asset becomes the property of City of San Marcos. The City reserves the right to remove the bench or tree for operational or other reasons. City staff will do their best to relocate if that is a viable option.
- This policy does not govern the naming of parks, trails and other amenities.
- Scattering of cremated remains is prohibited in city owned or maintained spaces.
- A memorial should be sensitive to social, environmental, historical, or relevant contexts, and must be suitable for individuals of all ages.

APPLICATION AND APPROVAL PROCESS

Part of the application process includes listing the top three locations where the applicant would like the memorial placed. The City will do its best to accommodate the request. The following locations are at capacity and will not be approved as part of this application.

- Discovery Lake/Trail
- Double Peak Park/Trails
- Helen Bouger Park

Memorial applications must be submitted to the Director of Parks & Recreation.

Parks & Recreation and Public Works staff will evaluate the application and contact the applicant to confirm receipt.

If accepted, a representative from the Public Works department will meet with the donor to review the policy and criteria as well as identify a specific location.

The application needs to be approved by the Public Works Manager and Parks & Recreation Director, or designees.

Once approved, payment will be due in full before procurement of the memorial. Lead times vary depending on the time of the year, equipment ordered and supplier inventory.

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