

## **Memorial Policy**

All memorials placed on Pitkin County Open Space and Trails (OST) property and trails are covered by this policy. Memorials include picnic tables, benches, plaques, naming properties or trails, or any other structures that recognizes the memory of a person, group, or event. OST staff will consider all requests for memorials with consultation from the OST Board. All memorials that exist on properties and trails before this policy was enacted will be maintained by OST.

The adopted management plan for a property or trail will address the need and placement of memorials and will supercede this policy. This policy will cover all properties and trails that either a management plan has not been written or the management plan does not cover memorials. Memorial requests for specific properties and/or trails will be put on hold when management plans are in the process of being written.

Those wishing to memorialize people on County Open Space are encouraged to donate funds towards interpretive displays and or other infrastructure which supports the purpose of the open space properties. Where donations toward such infrastructure is made, a memorial plaque consistent with the guidelines below will be included in a visible location on the facility.

Specific locations on OST properties and trails may be reserved for memorials that recognize people, groups or events that have made a significant contribution to the protection and conservation of wildlife, lands, and/or trails in Pitkin County or to the community of Pitkin County.

The requesting party will pay all costs for the construction and installation of memorials. An endowment of \$250 will be added to the cost for future maintenance of the memorial. The amount of the endowment may be increased if warranted by the type of memorial. Memorials will be maintained for 5 years and then if the memorial is in poor condition due to acts of nature, vandalism, etc. the requesting party will be contacted to replace the memorial. If the memorial is in fine condition it will remain and be maintained by OST until the end of its useful life. OST is responsible for basic maintenance only, such as oiling/staining benches, keeping them level and safe for use. OST is not responsible for replacing memorials that are stolen, or irreparably damaged, or vandalized and in these cases the donor can choose to replace or repair the memorial.

The OST Board or Board of County Commissioners can request, recommend and/or authorize memorials for certain properties or trails.

Size and types of memorials:

- Benches, picnic tables, or other fabricated structure can incorporate a plaque up to 5 inches by 8 inches that is approved by OST staff.
- Plaques on natural features such as rocks, will be determined by OST staff

- Statues, gravestones, or other works of art will not be allowed unless already on property or trail and contribute to the history of the property or trail.

No memorial may be placed on OST properties or trails without approval from the OST department. OST will approve the design of all memorials and encourages the use of durable materials. OST may set specific design standards in the future.