

COMMEMORATIVE PARK AMENITIES PROCEDURE

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501



Purpose		
This procedure establishes the process and criteria for evaluating, approving, installing, and maintaining commemorative park amenities (also referred to as “memorials”) in City parks, for example memorial plaques on park benches and similar installations that honor private individuals.		
Background		
The City of Menlo Park owns and operates public parks of various sizes and featuring a range of outdoor public amenities including benches, tables, shade structures, play structures, walking paths, ponds, public art, and heritage trees. Some City parks contain one or more commemorative park amenities, i.e., plaques or other memorials placed in parks, typically to honor deceased individuals. Memorials are found in most parks in various locations, including park benches, stones, occasionally trees.		
Criteria		
The City prioritizes commemorative park amenities and other memorials that meet the following criteria:		
<ol style="list-style-type: none"> 1. Honoree has been deceased at least one year at the time of the request 2. Honoree had a significant impact to the Menlo Park community, e.g.: <ol style="list-style-type: none"> a. Served on an elected or appointed body in Menlo Park b. Made significant volunteer contributions to Menlo Park c. Was a longtime employee of the City of Menlo Park d. Was a recognized Menlo Park community leader e. Contributed meaningfully to the civic health and progress of Menlo Park f. Other notable contributions to the community above and beyond the ordinary. 		
Approval procedures		
One or more of the following steps shall be completed prior to installing a memorial in a City park:		
<ul style="list-style-type: none"> • A written request (application) submitted to and approved by the City Manager or their designee • A recommendation by the Parks and Recreation Commission to install a memorial to the departed individual (installation remains subject to approval by the City Council and/or City Manager) • A City Council direction to commemorate the departed individual with a memorial in their memory 		
Repair, maintenance, and removal procedures		
The ongoing maintenance, repair, removal and/or replacement of memorials shall proceed as follows:		
<ul style="list-style-type: none"> • The City will maintain any commemorative amenity until it deteriorates beyond its usable life span or is damaged beyond reasonable repair • The City reserves the right to remove any memorial that has been evaluated and deemed beyond reasonable repair • Once removed, the City will not replace any memorial unless the approval process is completed again • The City shall maintain an inventory of all memorials on City property and shall evaluate their condition at least every four years or as needed in response to reports of damage or loss • Honoree’s family may take possession of any amenity that is removed by the City. 		
Cost of installation and maintenance		
Options for offsetting the cost of installing commemorative park amenities shall include:		
<ul style="list-style-type: none"> • Memorials implemented per this procedure shall be installed at the City’s expense • Community members are welcome and encouraged to donate toward the cost of installing memorials • Selection and placement of commemorative park amenities shall not be influenced by the ability or inability of interested parties to financially contribute or donate toward the cost of the memorial. 		
Procedure history		
Action	Date	Notes
Procedure reviewed	November 1, 2022	City Council reviewed

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Procedure updated	November 8, 2022	Administrative revision
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