



Lane County Parks Memorial Guidelines

The Lane County Parks Division recognizes that community residents may wish to memorialize and honor individuals through park memorials. When appropriate, consideration may be given to naming elements or structures (i.e. benches, playground equipment, plaques, other seating apparatus, etc.) within county parks in memory of loved ones, community activists, or prominent citizens who resided in Lane County. The following guidelines are established to afford residents the opportunity to recognize individuals in this manner. These guidelines are intended to aid in the decisions regarding siting, design and maintenance of memorials in Lane County Parks. Installations which deviate from these guidelines may be approved by the Parks Division Manager, if warranted by specific circumstances.

1. Term – The term for memorials will be 20 years. After 20 years, applicants may renew a memorial for another 20 year term. Applicants must provide and update contact information to enable Parks to contact the appropriate representative to decide whether to renew the memorial beyond the original term. Renewal agreements will also be charged the administration fee. Following the end of the first term, the applicant may apply for a subsequent term according to the policy in place at the time of renewal.
2. Permits – The applicant is required to pay for and obtain all necessary permits. Lane County Parks, at Parks’ discretion, may facilitate permits with other divisions or agencies, but the applicant is responsible for filling out the application, providing all background documents, designs and payment.
3. Site – Lane County Parks will work with applicants to identify suitable options for sites for locating memorials. All final decisions regarding a memorial location and design will be approved by the Parks Division Manager. Considerations will include:
 - a. Purpose/goal of the memorial
 - b. Personal connection to a location
 - c. Type of memorial (i.e., bench, plaque, etc.)
 - d. Fit with overall park character/design and impact to visitor experience (physical location and aesthetics)
 - e. Minimizing habitat and natural resource impacts
 - f. Distance to the next memorial (memorials will generally not be within sight of one another)
 - g. Logistics of installation
 - h. Interference with park management activities
4. Type – The memorial type and construction materials must fit with the character of the park and not negatively impact the user experience. Materials used for constructing the memorial must be sufficiently durable. All construction materials and the final design must be approved by Parks. The type of memorial may include:
 - a. Bench or other seating apparatus
 - b. Plaque on an existing bench
 - c. Custom designed memorial
 - d. Plaque on a rock
 - e. Combination of the above

5. Park-specific guidelines – Some parks have guidelines already in place which will supersede the Memorial Guidelines in this document. If this is the case, the Parks Division Manager will defer to these previously established guidelines when approving requests.
6. Cost – All expenses will be paid by the applicant and the Lane County Parks invoice will include a \$100 administrative processing fee and labor costs. The applicant is responsible for the cost of bench material and installation upon review and approval of Lane County Parks staff.
7. Maintenance – Lane County Parks staff will maintain benches or memorials, including removal of debris and vegetation, minor vandalism repair, and minor upkeep. In the event that the bench is unusable, parks will notify the applicant but will not be responsible to replace the bench or memorial. Defining regular maintenance and vandalism is at the discretion of Parks. Parks can remove the bench if it is not usable and/or the sponsor has been unresponsive to replacing it.
8. Exit Clause – Lane County reserves the right to terminate the memorial agreement at any time without cause.
9. All memorials other than the existing Howard Buford Recreation Area multi-plaque bench require Parks Division Manager approval.
10. Application – All applications must be submitted in writing to a general email to be monitored by a Lane County Parks staff member.

Contact Information:

Email: laneparksmemorials@lanecountyor.gov

Website: www.lanecounty.org/pw