



TAMALPAIS COMMUNITY SERVICES DISTRICT

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RESOLUTION NO. 2024-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TAMALPAIS COMMUNITY SERVICES DISTRICT APPROVING THE COMMEMORATIVE AND MEMORIAL BENCH/FURNISHING POLICY

WHEREAS, The TCSD commemorative and memorial bench/furnishing program (Program) offers the opportunity for someone to purchase a bench, picnic table or other furnishing and place it in a park or open space area in Tam Valley; and

WHEREAS, there is currently no guideline, policy, or limit on the number and/or location of benches and tables, which has created several memorial benches in Eastwood Park and in front of the Community Center; and

WHEREAS, in July of 2023, the Board discussed proposed revisions to the policy and directed staff to discuss the proposed policy revisions with the Parks and Recreation Commission (PARC); and

WHEREAS, staff discussed the proposed policy with PARC at their September and November meetings with the goals of creating additional options for memorials and to better manage the impacts to the parks, while continuing to allow participants to create a lasting memorial; and

WHEREAS, the proposed revised policy clearly outlines the application and approval process for placing a memorial in a public park and/or open space; and

WHEREAS, the revised policy requires the requestor to be responsible for all costs to fabricate and install the memorial, including "white glove" service to include delivery, assembly, and installation of the item, as well as a 15% administrative cost for TCSD staff time to process the application; and

WHEREAS, in order to create consistency throughout the parks and open space, specific details are provided on memorial options for plaques and park furnishings, including the type of materials, style, and design; and

WHEREAS, the policy clarifies that specific locations for the placement and display of memorials may be limited or modified by TCSD, depending on the number of current memorials and the interest level for additional memorials.


THEREFORE, BE IT RESOLVED that the Tamalpais Community Services District Board of Directors approves the Commemorative and Memorial Bench Furnishing Policy.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Tamalpais Community Service District at a duly noticed meeting held in said District on the 14th day of February 2024 by the following vote:

AYES: 4 (M. McMahon, J. Brown, J. Jacobs, S. Levine)

NAYS: 0

ABSENT: 1 (S. Bartschat)

 FOR STEFFEN BARTSCHAT
Steffen Bartschat, President

ATTEST:


Secretary, Tamalpais Community Services District

Commemorative and Memorial Bench/Furnishing Policy

Purpose

The purpose of this policy is to establish guidelines for the installation and care of commemorative and memorial benches, picnic tables, chairs, plaques, and boulders in TCSD parks and open spaces.

Intent

Parks and public open space areas are precious commodities, intended to be open, aesthetically pleasing, and usable by the public. Memorials that commemorate or remember an individual, or individuals, can be part of the open space experience provided they are designed and located appropriately.

This policy supports the preservation and protection of the valued public open space within the District's natural and recreational areas by defining and standardizing the design, installation, and maintenance of such memorials.

Memorial Options

1. Plaques – for all memorials shall be 2"x 8" bronze, up to three (3) lines of text. The plaque shall be affixed in the center on the top slat on the front of the bench or chair or in the middle of the table on a picnic table. New plaques are allowed on non-memorial furnishings in parks at a cost to be determined. Additional plaques are allowed, at a cost to be determined, on existing memorial furniture if requested by the same party who purchased the furniture.
2. Park Furnishings – include benches, picnic tables and chairs. Benches and chairs shall be teak and of the same style, while picnic tables shall be redwood. All items shall be the TCSD approved style and design. All donors are to contact the District Office to discuss the style, design, and price of acceptable furnishings.
3. Other Memorials – include unique items such as a memorial boulder which may be suggested by the donor for consideration and final determination by the District.

Memorial Criteria

A memorial bench or other project installations may honor and memorialize a person or persons. For each of the park furnishings, including benches, tables and chairs, one choice of design is available.

The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park or open space, and shall not impact any historic/cultural resource or sensitive habitat.

Specific locations for the placement and display of memorials may be determined from time to time by TCSD. Should a designated location reach a saturation point, the District may consider closing a location to additional memorials or expanding the defined area of memorials at that

location or removing memorials to create room for new memorials making a reasonable effort to return past memorials to their donors.

Every effort will be made to accommodate a donor's choice of location. If the location of choice is not available, TCSD staff will work with the donor to find an acceptable alternative location. If an alternative location cannot be determined, the application may be withdrawn by the donor and the administrative fee shall be fully refunded.

TCSD reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal by using the contact information provided on the original application.

Memorial Maintenance

Memorial benches or other project installations shall be maintained by TCSD for a period not-to-exceed five (5) years from the date of installation. Maintenance shall include and be limited to cleaning debris and minor repairs. After the initial five years, TCSD may offer the option of coordinating the effort to bring in a third-party for maintenance, with payment to that third-party made directly by the donor.

TCSD shall not be held responsible for the loss or damage to the memorial including but not limited to theft, vandalism, weather, or earthquake. If a bench or other furnishing is vandalized or lost it may be repaired or replaced. The donor shall be notified and may elect to replace or repair the item that was damaged by theft, vandalism, weather, or earthquake. The installation and application fees may be waived at the discretion of the District. TCSD may consider replacement of a memorial if it is damaged or destroyed by an extreme weather event or earthquake, contingent on a successful claim filed to the TCSD risk management pool. TCSD may request the donor to pay a prorated share of the applicable deductible.

If a donor wishes to purchase a new memorial picnic table, TCSD may consider splitting the cost of the purchase and installation of the table if it substitutes a current table in need of replacement.

Application and Approval Process

Requests for placing memorials in public parks and/or open space areas are to be coordinated through the District Office and may involve the Parks and Recreation Commission (PARC) and/or others directed by the General Manager to solicit input from appropriate District staff to evaluate the design, site selection, installation, and maintenance of memorials.

An application for a bench, chair, picnic table, or boulder memorial shall be completed in writing on forms provided by TCSD and shall be submitted to the District Office with any application fee as may be established. Requests submitted consistent with this policy shall be reviewed administratively by the General Manager or designee. The suitability of the requested memorial location shall be determined by TCSD. An alternative location may be identified as more appropriate.

Applicants for unique memorials including boulders must include as much detail as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance, and such other

information the General Manager deems necessary for an evaluation of the application.

The applicant is responsible for ensuring that the text for the memorial plaque is accurate. The District retains final approval for the content of the plaque.

Upon approval of a memorial request, the donor shall be responsible for the costs to fabricate and install the memorial. The total memorial fee, including the cost of the plaque, administrative fees, all shipping fees, transportation to the site and installation of the memorial, and all necessary materials and hardware, shall be paid in full by the donor following the notification of the approval of the application. The total memorial fee is not refundable under any circumstances once the plaque and memorial have been ordered. TCSD requires the donor to purchase "white glove" service to include delivery, assembly, teak oil application (if applicable), stain resistance treatment (if applicable), and installation of the item.