

**City of Albuquerque
Open Space Division
and
Open Space Alliance**

**Procedural Guidelines for Requesting
Memorials in Major Public Open Space
FINAL
August 2015**

PREFACE

This document combines the previously adopted and separate procedural guidelines for donations and memorials. OSD recommended this merger to eliminate conflicting policies and streamline the submittal and approval processes, as well as to clarify OSA's role in assisting the OSD by screening inquiries from, and being responsive to, the public.

PURPOSE

These procedural guidelines outline the process for evaluating and acting upon requests from individuals, families, and organizations that wish to establish memorials in Major Public Open Space (MPOS) areas to honor an individual or organization. MPOS areas are owned and managed by the City of Albuquerque's Open Space Division (OSD). OSD is committed to the protection, preservation, and management of publicly owned MPOS. MPOS properties and their locations can be found at www.cabq.gov/openspace. OSD also recognizes that it is within their purview to provide opportunities for appropriate memorials that honor individuals, families, or organizations that have contributed in meaningful ways to any aspect of MPOS.

These procedural guidelines will be implemented with the assistance of the Open Space Alliance (OSA). The OSA is a 501c3, tax deductible and not-for-profit organization that provides some financial, logistical, and administrative support to the OSD.

These procedural guidelines supersede the "Donation and Memorial Policy" and the "Procedural Guidelines: Memorials in Major Public Open Space" previously adopted by the OSA in 2005 and 2012.

BACKGROUND

OSD is committed to protection, preservation, and management of MPOS while providing opportunities for appropriate memorials that fit into the overall physical environment of a MPOS property and setting. While appropriate memorials may enrich a resource experience, public Open Space is also a very precious commodity and all commemorations must be carefully considered to balance these two public interests.

Standard memorials are defined as providing rest, shade, and/or re-vegetation in honor of a worthy individual or organization. This clear definition means that new memorials placed in MPOS will not include artwork, sculptures, or anything that would otherwise require the involvement of the City of Albuquerque's Arts Board.

Appropriate **standard memorial types** that meet the definition include:

- 1) wood benches;
- 2) shade structures;
- 3) tree plantings; and
- 4) plaques that is associated with a bench, shade structure, or tree planting.

The OSD maintains a Memorial Options Menu of standard designs for each of these types of memorials that should be used as reference. Non-standard memorial designs for benches, shade structures, tree plantings, or plaques outside those referenced by OSD will be considered on a case-by-case basis for approval, but at a minimum must demonstrate that they serve an Open Space function and address future maintenance needs and commitments.

MEMORIAL LOCATION and PLACEMENT

These guidelines recognize that not all MPOS areas necessarily support all types of memorials. The location and placement of a memorial should be consistent with existing OSD Resource Management Plans, germane documents, and the context and setting of a MPOS area. Resource Management Plans for specific properties can be viewed and downloaded at www.cabq.gov/planning/publications. **The final memorial location and placement is subject to OSD approval.** Also, a specific Open Space location may reach a saturation point and it would then be appropriate to consider limitations on, or a moratorium of, future memorial installations at a particular location or Open Space area. If this happens, alternative locations will need to be explored.

MEMORIAL CHOICES

The primary intention of Open Space is an experience in nature. If memorials are done with sensitivity and respect, and also serve a public function, they may be appropriate for inclusion in the MPOS network. With this in mind, the following examples of memorials in Open Space are permitted.

1. Basic Memorial - \$100

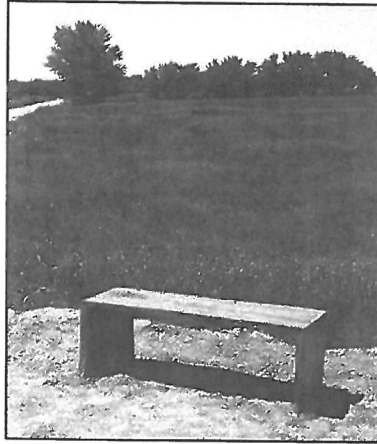
Includes a tree, shrub or other OSD recommended vegetation planting. OSD will assist in identifying species and location. Requestor is responsible for establishment and nurturing of the vegetation.

2. Basic Memorial with a Plaque - \$200

Planting includes a 4"x4" post with a 4"x6" cast aluminum plaque. *See Plaque Guidelines for upgrades below.*

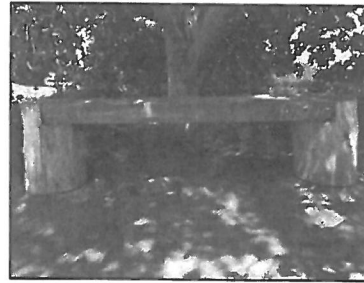
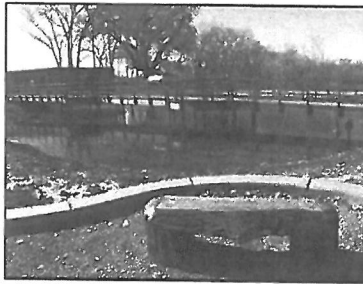
3. Bosque Bench - \$350

Wood sourced from the bosque and rendered at the Open Space mill is handcrafted by local artisan, David Moya, into a bench using jetty jacks as steel braces.



4. Open Space Alliance (OSA) Bench - \$400

Similar in origin as the Bosque Bench, this substantial and rough-hewn design is backless.



5. Leopold Bench - \$500

Designed by the 'Father of Modern Environmentalism', and former Albuquerque resident, Aldo Leopold.



6. Shade Structure – Cost to be determined

May be considered on a case-by-case basis for applicants seeking a more elaborate memorial.

PLAQUE GUIDELINES

- The Basic Memorial includes the fabrication and installation of a 4”x6” cast aluminum plaque.
- If the Requestor would like to have a plaque installed on any of the benches they are responsible for ordering the plaque using the following specifications and delivering it to the Open Space Division for installation.
 - Plaques for benches must be 4”x6”
 - Metal plaques are highly recommended to withstand the sun and weather.
 - 4”x6” plaques cannot exceed 110 characters *and* spaces in the message.
 - A plaque requires 4 to 6 weeks for delivery
- Plaque upgrades include:
 - Cast bronze – add \$ 40.00
 - If a larger plaque is desired, applicant should include specifications for the upgraded plaque in the initial request letter. If approved by OSD staff, cost of the upgraded plaque will be determined.

All of the above referenced memorial choices can be viewed or downloaded at www.openspacealliance.org

ALTERNATIVE MEMORIAL OPTIONS

Requestors are encouraged to consider, as an alternative, the **Adopt-an-Open Space Program** as one way to honor an individual or organization. An “adoption” sign is placed at a suitable location and a pre-defined geographic area of responsibility is identified with OSD. To learn more about the Adopt-an-Open Space program, visit <http://www.cabq.gov/parksandrecreation/programs-lessons/open-space/open-space-volunteer>. This alternative memorial is conducive to trail maintenance if an ongoing commitment exists amongst a group to maintain a segment of trail in memory of an individual or organization, and could assist OSD.

Opportunities also exist for memorials directed to dedicated planting groves. Examples include the ‘Atrisco Burn Site’, ‘Dia del Rio’ planting areas, and Bosque burn restoration areas.

In the case of tree plantings, shade structures, and dedicated planting groves, special coordination between OSA, the OSD, and the Requestor will be necessary. The procedure for one of these alternative memorials should be explained in a submitted letter, just as it is for the standard memorials, which follows.

Requestors acknowledge that **any** memorial placed at an MPOS area becomes the property of OSD and shall not be removed or relocated without the written permission of OSD.

EXPENSES

The cost for all memorials will be the responsibility of the Requestor. For standard types of memorials the installation costs and placement will be borne by OSD; however, for trees, shrubs, and vegetation planted as memorials, the requestor is responsible for establishment and nurturing of the tree during its lifetime. **The Requestor will also be asked to make a donation, in honor of the memorialized individual or organization, to the OSA that is equal to or more than 10% of the cost of the selected memorial.**

Donations and/or materials for specific memorials can be made through a direct donation to the Open Space Alliance. Such donations will be managed as restricted funds for a specific purpose. Non-specific donations, given in the name of someone to be remembered, will be used to support OSD and may include projects that are identified in current city resource management plans for MPOS areas or by OSD staff. A thank-you letter from the OSA President will be sent to all applicants submitting memorial donations. This letter will suffice for tax filing purposes.

MEMORIAL MAINTENANCE

Maintenance is the sole responsibility of the Requestor. The OSA nor the OSD are responsible for maintenance, vandalism, environmental or weather related damage, or theft. Memorial Maintenance Guidelines can be downloaded at www.openspacealliance.org for maintenance recommendations.

CRITERIA

In reviewing memorial requests, the OSA will apply the following criteria:

1. A memorial should fit appropriately into the overall physical environment of MPOS natural resources at the desired site.
2. The land resource must benefit from the memorial. There is a distinction between items placed in public areas and those placed in natural areas. Memorials must enhance the Open Space area and should functionally add to the setting.
3. The memorial should not interfere with existing or proposed circulation and use patterns in the Open Space area.
4. A non-standard memorial design should contribute to the Major Public Open Space setting from a functional standpoint. The memorial should be designed by a qualified professional and carefully consider the size, scale, and complexity of the proposal. In all cases, memorial designs should be made from durable materials that will stand up over time.
5. Maintenance responsibility for both standard and non-standard types of memorials will be the responsibility of the Requestor.

PROCEDURE

1. Upon signing and approving this revised policy, the OSD Superintendent shall inform the OSA Board President who the Superintendent's OSD designees are, if any, to coordinate with OSA on implementing these guidelines.
2. Interested parties will be given a copy of these Procedural Guidelines at the Open Space Visitor Center (OSVC) or it may be downloaded at www.openspacealliance.org.
3. After fully reviewing all materials, Requestors desiring to place a memorial within the a MPOS area will submit a letter to the OSA Board of Directors (see contact information at the end of this document) that outlines:
 - Who the memorial is for and his/her/their contribution(s) to Albuquerque's Open Space
 - The memorial's proposed location(s), being as specific as possible as to the MPOS property name and the desirable location(s) within each property
 - The type of memorial that is envisioned
 - A plan for caring for and maintaining the memorial
4. The Requestor will be asked to attend the next scheduled OSA monthly meeting (third Thursday of each month at 5 pm at the OSVC) where the memorial request can be explained in person. The OSA Board of Directors includes a non-voting representative of OSD. The Requestor at this meeting should also have a clear idea, from the menu of memorial possibilities, of the specific type and style of memorial being requested. All OSA Board members will be provided, in advance, a copy of the Requestor's letter.
5. The OSA Board will discuss the request with the Requestor with a recommendation of approval or disapproval that will be forwarded to the OSD Superintendent.
6. Within 30 days of OSA Board transmittal of the recommendation to the OSD Superintendent, the Superintendent or his designee shall inform the OSA President:
 - Whether or not the request has been approved or rejected by OSD and whether or not a follow-up site visit is warranted;
 - If a site visit is warranted, the specific OSD staff person to work with the Requestor and OSA on memorial siting and future installation considerations and needs. The logistics, timing, and costs involved for OSD installation shall also be discussed.
7. The OSA President shall contact the Requestor with the OSD's decision and instructions on moving forward, which shall include:
 - An itemized listing of any costs that OSD may incur to install the memorial, which shall be paid in full at the time a memorial agreement is signed

- Making a 50% down payment to OSA for the specific memorial. The order will be placed within one week of payment receipt. Production of the standard memorial will require an additional 6 weeks. Installation by OSD crews will require another 4 weeks. In all cases, OSA and OSD assure the Requestor that the finished memorial will be fully installed within 3 months of receiving the 50% down payment.
- Making a separate payment to OSA for the OSD required items for installation, if any.
- Making a tax-deductible donation to the OSA valued at 10% of the standard or alternative memorial cost
- The remaining balance 50% shall be paid upon completion of the memorial but before installation.

CONTACTS

To send documents via e-mail:

info@openspacealliance.org

please write "Memorial Request" in the subject line

For document pick-up and delivery:

Open Space Visitor Center

6500 Coors Blvd. NW

Albuquerque, NM 87120

(505)897-8831

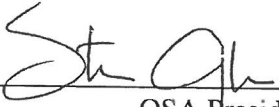
Hours: Tue – Sun; 9:00 AM – 5:00 PM

Websites:

www.openspacealliance.org

www.cabq.gov/openspace

Procedural Guidelines for Memorials in Major Public Open Space approved by the OSA Board:


 _____ Date: 10/15/15
 OSA President

Procedural Guidelines for Memorials in Major Public Open Space accepted by OSD:


 _____ Date: October 15, 2015
 OSD Superintendent