



City of Hudson
Memorial Bench & Tree Program Order Form

CITY OF HUDSON
MEMORIAL APPLICATION

Full Name:

Address:

City/State/Zip:

Phone Number:

Email Address:

Type of Memorial:

Size and Dimensions:

Proposed Location/ Park Name or Public Property Location (Include a map with your options):

Information regarding the placement of memorial and the significance to the Hudson community of the person, group, organization, or event to be commemorated, and documentation of community support:

Will there be a plaque? If so, style of plaque, size, text for plaque:

Review Procedure

Hudson Park Board:

Date: _____

Hudson Plan Commission for recommendation on location:

Date: _____

City Attorney:

Date: _____

Common Council (Final Approval):

Date: _____

About the Program

The Memorial Bench and Tree Program provides a unique way to honor a friend, relative, or member of an organization by placing a bench or tree in one of Hudson's parks or adjacent to a City trail.

The memorial gift is a valuable contribution to the park system to be used by many and enjoyed by all. Memorials must follow the approved policy.

Bench installations will be done throughout the summer as requests are received.

Tree requests will be planted in the fall.

BENCHES

Six-foot memorial benches, similar to the one pictured, can be placed at the locations listed. Benches may include a custom-engraved 3" x 12" metal plaque at the expense of the donor (see plaque detail section). The cost to donate a memorial bench is \$3,000.



Locations Available

Prospect Park	Anderson Park
Birkmose Park	Weitkamp Park
Lakefront Park	Along City Trails

**Staff will verify and approve requested placement.*

TREES

Memorial Trees can be planted in the following parks:

Birkmose Park	Anderson Park
Burton Park	Williams Park
Weitkamp Park	Webster Park
Grandview Park	Along City Trails



Trees must be ordered through the City of Hudson and will be planted at the desired site in the fall. Cost of donating a memorial tree is \$1,000.00.

Tree availability will vary depending on the species selected and time of year.

PLAQUE

A 3" X 12" metal plaque can be added to the bench or tree. The plaque holds up to four lines of text and approx. 30 characters per line. Plaque will look like the photo below.



City of Hudson

Policy for Placing Memorials on Public Property

1. Summary of Policy

1.1 The purpose of this policy is to establish guidelines for placement and maintenance of memorials on public property owned or controlled by the City of Hudson. The purpose of these guidelines is to preserve and enhance the appearance of City parks, parkways, recreational facilities and conservancy areas within the City. This policy shall apply to all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park parkway, recreation facility, walking trail or conservancy area in the City of Hudson.

1.2 Memorials can include fountains, statues, monuments, sculptures, plaques, murals, public artwork, plants, trees, benches, park or playground equipment, pavilions, or other similar structures. The subject for memorials shall be limited to a person, group, organization, or event that is significant or related to the City of Hudson community and is not currently memorialized. Applications for memorials should be submitted to the City Administrator. The proposed memorial containing plaques must meet specific wording criteria approved by the Common Council (see section 2.4)

2. Approval Criteria for Memorials

2.1 All memorials must be significant or related to the Hudson community. In determining significance or related to the community, the City will consider the extent to which the memorial serves the following objectives:

- a. Protects, enhances, or perpetuates sites which represent or reflect elements of the City of Hudson's cultural, social, economic, political, and architectural history;
- b. Safeguards the City of Hudson's historic, geographic, cultural heritage;
- c. Fosters civic pride in the notable accomplishments of Hudson residents, or Hudson organizations/groups with longstanding tie to the community;
- d. Protects and enhances the City of Hudson's attractions to residents;
- e. Enhances the visual aesthetic character of Hudson.

2.2. Proponents of memorials will be responsible for all costs, planning and design requirement associated with the construction and placement of the memorial.

2.3 Memorials must be aesthetically complementary to the proposed surroundings. Memorials commemorating the death of private individuals (excluding domestic pets and animals) are permissible and should be related to the Hudson community.

2.4 Wording for memorials must be approved by the City before construction. Text should be brief and avoid the use of jargon or acronyms. Historical text should be well researched from a wide range of authoritative sources and be verified by a qualified historian. Acknowledgement of artists that have engaged in the design and construction of the project is to be included on the memorial in accordance with copyright law.

2.5 Applicants for Memorials in parks will work with the Park Department to choose memorials from a list of options and locations prioritized according to city plans. Applicants requesting a memorial outside of parks will work with the Plan Commission. Factors to consider regarding location include but are not limited to the subject of the memorial, the relevant theme of the park or location, and the City plans for the proposed location. The Common Council shall make the final decision after review and recommendations from the Park Board (if the memorial is proposed for a park) or the Plan Commission.

3. Ownership, Installation, Maintenance, & Removal of Memorials

3.1 Memorials shall be owned by the City, but installation, including costs, shall be the responsibility of the donor. Plans and specifications for installation must be approved by the City. The donor will be required to maintain liability insurance during the construction period of a memorial if applicable. Donated items that become damaged, vandalized, or can no longer be repaired will be removed. If the memorial is removed, the City will make best efforts to notify the donating party by letter.

3.2 Memorials will be re-evaluated by the City of Hudson after ten (10) years to determine their enduring commemorative value. A spreadsheet of memorials will be kept by the Public Works Department which will be presented to the appropriate committee for review each May. Park Board will review those located in the parks and Plan Commission will review those in other public spaces.

3.3 Generally, it is expected that a memorial will be in place at the designated site for a period of at least ten (10) years from the time of installation, however, the City reserves the right to remove the memorial before ten years. Situations in which a memorial may be removed include, but are not limited to:

- A. The area in which the item is sited is to be redeveloped;
- B. Use of the area in which the items are sited changes significantly in character and the item is not deemed suitable for the site; or
- C. The structure or support of which the items is located is to be removed or permanently altered.

3.5 Generally the City shall maintain the memorial. However, in some situations the City and the donor may agree in writing to have the donor maintain the memorial. In those cases the donor will be responsible for the cost of maintenance. The City reserves the right to remove any memorial which is not maintained to the agreed level, interferes with normal maintenance, or is deemed as a safety or health risk. Costs will be borne by the memorial proponent.

3.4 The City of Hudson will consider requests to replace existing memorials that have been damaged or otherwise degraded. Replacements shall conform to current design specifications and guidelines.

4. Applications Procedures

4.1 Written applications for all memorials should be sent to:

City Administrator
City of Hudson
505 Third Street
Hudson, WI 54016

4.2 Proposals for memorials will be approved by:

- a. Hudson Park Board (if proposal is on City Park property)
- b. City of Hudson Plan Commission for recommendations on location
- c. City Attorney
- d. Common Council

4.3 Applicants for all memorials must contain the following information:

- a. If memorial location is in a park- check the list of choices on the Park Memorial Form
- b. If memorial location is outside a park-,the type, size, and dimensions of memorial along with proposed location (include a site plan drawing and elevation drawing or perspective drawing from at least two directions)
- c. the text and diagrams of any plaque or engraving;
- d. a brief description of the significance or relatedness to the Hudson community of the person, group, organization, or event to be commemorated.

5.0 Policy Review

This policy replaces all previous policies, guidelines or approval procedures relating to the installing and maintaining memorials on city owned or controlled property in the City of Hudson. Existence of a memorial does not establish a precedent for future approvals. The City may revise the Policy as City Staff, Park Board, or Common Council deem necessary.