



TOWN OF HILLSBOROUGH

MEMORIAL AND DONATION POLICY

POLICY 419

CREATED MAY 10, 2021

PURPOSE: This Memorial and Donation Policy establishes guidelines, standards, and procedures for the installation and care of donated outdoor improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, trees, plaques, and other outdoor amenities. Acceptable donations are always dependent upon the specific needs of the Town of Hillsborough ("Town"), and an updated list of acceptable donation opportunities is maintained by the Public Works Department. The Town desires to encourage donations while at the same time preserving our Town character and all donations shall fully respect the priorities, purpose, and integrity of the Town. Donations shall contribute to the community experience and preserve the visual character and quiet atmosphere of the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.

DEFINITIONS

Acquisition or Purchase: The Town and the community have an interest in ensuring that donated elements purchased and installed be of high quality related to style, appearance, durability, and ease of maintenance.

Cost: The Town has an interest in ensuring that the donor covers the full cost of the purchase, installation, and maintenance during the expected life cycle of donated elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town facilities. Consequently, the Town may assess, at the time of purchase, a charge sufficient to cover anticipated ongoing maintenance of donated elements.

Existing Donation: Existing donations are those donations received prior to the adoption of this policy.

Maintenance: Maintenance of the landscaping and facilities at donation sites is the responsibility of the Town. Donated elements become Town property. Donations made prior to the adoption of this policy are to be maintained by the Town during their useful life spans.

New Donation: New donations are those made after the adoption of this policy.

Plaque: Flat tablet of metal, stone, or other material which includes text which commemorate a person, event or historical information relative to the location, person, group, or event of significance.

Repair: Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

POLICY:

Scope

This policy applies to all Town-owned property, including open space, parks, and right-of-way land. ***This policy does not apply to buildings.***

Application

The City Manager will manage all donations located on Town property, with the assistance of the Public Works Department.

Applications are available through the mail or in person at Town Hall located at 1600 Floribunda Avenue, Hillsborough, CA 94010. For a donation to be considered, the donor will complete the application form (see Attachment 1). Completed applications and payment will be made to Town Hall for review, processing, and acceptance by the City Manager.

Donation requests will be processed in the order received. The Town will review all donation requests. Upon receipt of a donation request application by the Town, the request will be added to Memorial and Donation Policy request waiting list in the order in which it was received.

Donations

The Town will accept donations to recognize or memorialize or recognize individuals, groups, or significant historical individuals or events provided that such individuals or events were related to the local community, and provided that all of provisions of the Memorial and Donation Policy are met.

The Town has the authority to approve or deny any donation based on the appropriateness of the donation to the Town, the relationship between the Town and person, group or event to be honored or memorialized, or for any other reason.

Donations commemorating commercial products, political parties, activist groups, or nonprofit corporations involved in lobbying at any level of government, for profit corporations, or memorials containing endorsements of products or services, or that otherwise may be construed to be advertising or commercial promotion, are prohibited.

Only one donation shall be dedicated to any single person, family, group, or historical person or event within the Town, unless there is a compelling reason for additional dedications as shall be determined by the Town.

Benches

Park benches may be sited on Town-owned property in locations deemed appropriate by the City Manager. Items donated become Town property at the time of purchase.

The Town will provide the bench, which will be of a style appropriate to its site and which will meet the standards of the Town for design, durability and construction. Town benches are purchased from a vendor by the Town after receiving the fees associated with the donated bench program. The models of benches, and vendor specifications, can be changed anytime at the sole discretion of the Town.

Trees

The size and specie of a donated tree (or trees) shall be limited to those determined by the Town. Trees will only be accepted for areas that have active irrigation systems in place unless the cost for addition of such facility is included in the donation.

Tree planting occurs between October and March. Planting during the cooler, wetter months helps optimize the health of a new tree.

Trees will be dedicated for the natural life of the tree, if a tree dies or is otherwise removed within two years of the dedication, the tree will be replaced at no additional cost.

Monuments

Memorials and upright monuments resembling those typically found in cemeteries may not be installed at a Town facility. Exceptions to this policy are monuments installed by the Town commemorating the history and/or dedication of a facility.

Other Donations

There may be additional donations possible other than those expressly listed or contained within this policy. The Town may accept other donations subject to a review and approval by the City Council. The Town will bring any donation proposal to the City Council for review and approval.

Site

Donations will be installed within the Town in accordance with the Town's General

Plan or an approved list of suitable locations as developed by the town.

When a potential new donation site is proposed, Town staff will review the site based on the following criteria:

1. The requested site does not interfere with the general use of the location.
2. The requested site does not obstruct any walkway or activity
3. The requested location does not interfere with normal activities that take place at the location.
4. The requested donation must fit in with the aesthetics of the location.

Term

Attachment 2 contains a list of approved donations, estimated installation, cost estimated annual maintenance, cost, and projected lifespan.

The donation term will be in accordance with the project lifespan listed or the useful life of the donation, whichever comes first. At the end of the donation term, the donation will be removed to allow for other donations and/or for removal or replacement. The family may request to have the plaque returned to them by contacting:

***Town of Hillsborough
1600 Floribunda Avenue
Hillsborough, CA 94010***

Replacement/Renovation/Relocation/Removal

The Town will not be responsible for the replacement or renovation of damaged or stolen donations. At any time, a donation may be relocated or removed by the Town at its sole discretion. The Town does not guarantee a specific location for the placement of a donation and the person donating the item as no rights to, or ownership of, either the donation or the specific location the donation is placed.

The Town is not responsible for vandalism or Acts of God. The applicant will have first right to have the donation replaced, at their cost.

Plaque Inscriptions

Inscriptions on the plaques shall be minimal (a maximum of 150 characters) and can only include up to two names per plaque. Inscriptions may not contain any pictures, religious, political, or other information, or languages/symbols that may be offensive to the general public.

EXAMPLE: *In memory of Jane Doe or In memory of Jane Doe and John Doe*

EXAMPLE: *In loving memory of Jane Doe or In loving memory of Jane Doe and John Doe*

Design specifications such as font type and size will be at the discretion of the Town.



Town of Hillsborough
 1600 Floribunda Avenue
 Hillsborough, CA 94010
 (650) 375-7400

**Town of Hillsborough
 Memorial and Donation Application**

Applicant Information

Name of Donor	
Address of Donor	
Home Phone	
Work Phone	
Fax	
Email Address	

Donation Information

Description of Donation	
Location of Donation	
Name for Memorial	
Type of Donation	

I have read and agreed to the terms of the Memorial and Donation Policy

Requested by	
Date	

To be completed by Town Staff

Reviewed by	
Date	



Town of Hillsborough
 1600 Floribunda Avenue
 Hillsborough, CA 94010
 (650) 375-7400

**Town of Hillsborough
 Approved List of Donations
 Memorial and Donation Fee Schedule**

Approved List of Donations				
Donation Type	Element Installation Cost (\$)	Projected Annual Maintenance Cost (\$)	Projected Lifespan (Years)	Total Cost (\$)
Park Bench	*	*	10	*
Plaque	\$1,600 ¹	\$150	30	\$6,100
Tree (Native only)	\$350 ²	\$40 ³	35	\$1,750
Others (e.g., Picnic Table, Drinking Fountain, Bike Rack, etc.)	*	*	*	*

**Price and projected lifespan will be provided upon request, pending size and location.*

¹Bronze 14"x18" Bronze plaque.

²15-gallon, planted.

³Prune every five years at cost of \$200.