

Brownsburg Parks Memorial Program and Application



Park Memorials

A. Vision Statement

To enhance the quality of life in Brownsburg and further its economic development goals to create a community of choice to live, work and play now and for future generations.

Brownsburg Parks has developed the following policy and procedure for memorials to help individuals, organizations and families celebrate their loved ones. The following procedures and policies are designed to be fair, consistent and efficient for anyone interested in donating a memorial in a Brownsburg Parks property.

Parks and public lands' accessibility to the general public make them common and logical locations for Memorials. Brownsburg Parks will only consider Memorials commemorating individuals and/or events of local historical significance in locations consistent with the master plan for the park or public space.

This Memorial Policy establishes criteria to maintain flexibility and standards in developing memorials in the Brownsburg park system. Brownsburg Parks reserves the right to restrict memorials of individuals, dates, events, and those industries and products that do not support the goals, vision and mission of the department.

Benches

A. Bench Sponsorship

Bench sponsorship is available for a minimum donation of \$2,000 per bench. This cost includes the bench, installation on a new concrete pad and a marker. Benches are purchased and installed by Brownsburg Parks personnel.

B. Park Bench Style

Brownsburg Parks reserves the right to select the style and color of park benches used within each park. Bench styles are subject to change based on the manufacturer's updated designs. Selection will be primarily based upon durability, aesthetic appeal and cost. Multiple bench styles may be used within a single park depending on the specific needs of the park. Selected styles may not be available in all parks.

C. General Park Bench Policies

The minimum donation for a park bench is \$2,000. This amount will be evaluated each year and updated as necessary to reflect current costs of materials and labor.

Sponsored park benches will be ordered by Brownsburg Parks within three (3) weeks of receiving a donation payment. Once the benches are received they will be assembled and installed at Brownsburg Parks discretion according to the Brownsburg Parks' timeline.

Markers

A. Dedication/Memorial Markers

A dedication or memorial marker will be provided by Brownsburg Parks for each tree and or bench donation. These markers will not be placed with the donation, but will be displayed at the Brownsburg Parks Office with all Parks memorial markers. The size and style of marker shall be selected by Brownsburg Parks. Those wishing to donate may provide a specific name and or message to be displayed on the marker. Brownsburg Parks reserves the right to review and approve all submitted names and messages to ensure that they are not inappropriate or offensive. Approved names or messages will be used so long as sufficient space is available within the marker design.

B. Ceremony

A ceremony or gathering at the time of the tree(s)/bench(es) installation can be organized at the donor's discretion but must adhere to the Town of Brownsburg Event on Town Property Policy.

Other Donations

A. Donations

Other memorial donations for park and public spaces will be considered by Brownsburg Parks on a case-by-case basis. Those wishing to donate items or materials not discussed within this policy shall submit, in writing, a donation proposal to Brownsburg Parks. The proposal will be reviewed by Brownsburg Parks personnel based on the merits of the proposal and the current needs of Brownsburg Parks. If Brownsburg Parks finds merit in the proposal, the donor will be required to present the request to the Park Board at one of its regularly scheduled meetings.

Memorial Application Process

A. Purpose & Application Process All requests must be in compliance with the following procedures:

- Application requests shall be submitted to Brownsburg Parks. (Page 2)
- The Memorial Committee will review the application and determine if it meets the criteria listed in Section 1.4 of the Memorial Policy to be considered. The committee also will determine if the suggested memorial will need permits and if it will be in compliance with Town ordinances, among other factors. Because the Memorial Committee meets as needed, the review period may take up to four (4) weeks.
- After the initial review, a representative may contact the applicant with questions and/or comments regarding the information received.
- If all aspects of the proposed memorial are in order, the Memorial Committee will review the application for consideration.
- If all aspects are not in order, the Memorial Committee may request additional information and documentation, or decline the request.
- Approval of the memorial will be at the sole discretion of the Director. If a request is approved, Brownsburg Parks staff will contact the applicant to begin discussions on planning and logistical needs moving forward. Payment will be required within 30 days after the application is approved.
- Requests outside of these policy guidelines will require a presentation by the requestor to the Park Board at one of its regularly scheduled meetings.

Trees

A. Tree Sponsorship

Tree sponsorship is available for a minimum donation of \$300 per tree. This cost includes the tree, installation and maintenance. Sponsored trees will be purchased and installed by Brownsburg Parks personnel at their earliest convenience. Trees will be planted in the spring and fall each year. Brownsburg Parks offers a list of recommended trees and will suggest locations that provide trees with the greatest opportunity to grow to maturity. Specific planting locations may be requested at the time of donation; however, the exact planting locations of all sponsored trees shall be determined by Brownsburg Parks personnel based on the needs of each park. After planting, the individual, group or organization that donated the tree shall be notified of the tree's location, if different from initial conversation.

B. General Tree Policies

- The minimum donation for sponsored trees will be evaluated each year and updated as necessary to reflect current costs of materials and labor.
- Sponsored trees ordered from April 1 through October 15 will be planted in the late fall. Sponsored trees ordered from October 16 through March 31 will be planted in the spring. Specific planting dates will be determined by Brownsburg Parks based on the availability of personnel and materials.
- After installation, all trees will be maintained by Brownsburg Parks personnel according to Brownsburg Parks maintenance standards. All sponsored trees shall have a one-year guarantee from time of planting. If a sponsored tree dies within one year it shall be replaced with a similar tree at Brownsburg Parks' expense.
- Trees that are damaged or destroyed by natural occurrences, commonly known as "acts of God," will be removed and/or replaced at the discretion of Brownsburg Parks. Donors will be notified of such removal or replacement if it occurs within one year of planting. After one year, donors will not be notified.
- Trees will not be tagged or include a plaque. This is for the health of the tree as well as to ensure efficient, cost-effective park maintenance.

C. Tree Species

Brownsburg Parks reserves the right to approve tree species prior to all plantings within park areas. In general, those wishing to donate must reference the following lists when selecting tree species. All applications requesting trees that are not on the list will be denied.

1) Preferred Trees

Deciduous Trees

Common Name	Latin Name	Typical Height (Feet)	Typical Crown Spread (Feet)	Wet-Dry Spectrum*	Suitable Street Tree?	Growth Rate
Red Maple	Acer Rubrum	60-90	40-60	3	Yes	Fast
Sugar Maple	Acer Saccharum	70-100	50-60	4	Yes	Slow
Black Maple	Acer Nigrum	80	50-60	3	Yes	Slow
Norway Maple	Acer Platanoides	60	35-45	3	Yes	Moderate
Silver Maple	Acer Saccharinum	50-80	40-60	2	No	Fast
Northern Red Oak	Quercus Rubra	60-90	45-55	4	Yes	Moderate
Pin Oak	Quercus Palustris	50-90	30-50	2	Yes	Slow
Bur Oak	Quercus Macrocarpa	50-80	50-60	3	Yes	Slow
White Oak	Quercus Alba	80-100	40-60	4	Yes	Slow
Swamp White Oak	Quercus Bicolor	60-70	50-60	2	Yes	Slow
Chestnut Oak	Quercus Prinus	60-80	45-60	4	Yes	Moderate
Black Walnut	Juglans Nigra	70-90	35-45	4	No	Fast
Butternut	Juglans Cinerea	40-70	50-70	4	No	Slow
Pecan	Carya Illinoensis	100	40-75	2	No	Moderate
Shagbark Hickory	Carya Ovate	70-100	40-60	4	No	Moderate
Shellbark Hickory	Carya Laciniosa	70-100	78-85	2	No	Moderate
Sycamore	Platanus Occidentalis	60-100	75-100	2	Yes	Moderate
American Elm	Ulmus Americana	100	50-65	2	Yes	Moderate
Red/Slippery Elm	Ulmus Rubra	70	35-60	3	Yes	Moderate
Tulip Poplar	Liriodendron Tulipifera	80-120	30-50	4	Yes	Moderate

Evergreens and Conifers

Common Name	Latin Name	Typical Height (Feet)	Typical Crown Spread (Feet)	Wet-Dry Spectrum*	Suitable Street Tree?	Growth Rate
Jack Pine	Pinus Banksiana	30-70	20-30	4	No	Moderate
Red Pine	Pinus Resinosa	70-80	25-40	4	No	Moderate
Pitch Pine	Pinus Rigida	50-60	25-35	4	No	Moderate
Virginia Pine	Pinus Virginiana	30-60	20-30	4	No	Moderate
Blue Spruce	Picea Pungens	50-70	20-40	4	No	Moderate
Norway Spruce	Picea Abies	50-80	20-45	4	No	Moderate
Balsam Fir	Abies Balsamia	45-70	20-40	2	No	Moderate
Pear Hawthorn	Crataegus	20	15-20	3	Yes	Moderate
Fireberry Hawthorn	Crataegus Chrysoarpa	20	15-20	3	Yes	Moderate
Pincherry	Prunus Pensylvanica	30	8-15	4	Yes	Moderate
Sandcherry	Prunus Pumila	30	10-20	3	Yes	Moderate
Chokecherry	Prunus Virginiana	20	8-15	3	Yes	Moderate
Redbud	Cersis Canadensis	40	15-25	4	Yes	Moderate

2) Undesirable Trees

Green Ash / Fraxinus pensylvanica

White Ash / Fraxinus americana

European White Birch / Betula pendula

Boxelder / Acer negundo

Northern Catalpa / Catalpa speciosa

Black Cherry / Prunus serotina

Siberian Elm / Ulmus pumila

Common Hackberry / Celtis occidentalis

Black Locust / Robinia pseudoacacia

Mimosa / Albizia julibrissin

Mountain Ash / Sorbus americana

White Mulberry / Morus alba

Red Mulberry / Morus rubra

Shingle Oak / Quercus imbricaria

Osage-Orange / Maclura pomifera

Paw Paw / Asimina triloba

Callery Pear / Pyrus calleryana

Persimmon / Diospyros virginiana

Austrian Pine / Pinus nigra

Scotch Pine / Pinus sylvestris

Eastern Cottonwood / Populus deltoides

Lombardy Poplar / Populus nigra

Tree-Of-Heaven / Ailanthus altissima

Willow / Salix

Autumn Olive / Elaeagnus umbellata

Bush Honeysuckle / Lonicera maackii

Kudzu / Pueraria montana

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