

*City of Lake Charles*  
*Memorials & Monuments*  
*Donation Policy*

# CITY OF LAKE CHARLES DONATION & MEMORIAL PROGRAM

## **PURPOSE**

The City of Lake Charles receives numerous inquiries from individuals and organizations about donations and memorials to the Downtown area. This area is referred to as the Lakefront Development Sub-district whose boundaries are defined in Section 4, B1 of Lake Charles City Ordinance 14114. The intent of the City of Lake Charles Donation and Memorial Program is to create a policy that is flexible and responsive to the needs of our community's donors and to establish guidelines and procedures for accepting donations made for the benefit of the City's Downtown parks and other public areas.

## **DEFINITIONS**

"Administrator" – Refers to the Memorial Commission, the Downtown Development Authority or designee which will be involved in negotiating donation sites, maintaining gifts, and providing curatorial support including evaluation, necessary insurance and cataloguing.

"Donation" – Gift of funds, plant materials, and physical objects or structures.

"Park" - Any park, natural area, and open space managed for recreational use and/or resource protection.

"Pathway" – Any on or off-road pathway, sidewalk, or trail located in property zoned as Park and Natural Areas.

"Gifts" – one time donation of property, work of art, etal.

"Trusts" – monetary gift to be used for conservation, curatorial, maintenance, yearly plantings etc. Gifts may be onetime or recurring from estate, stock or cash. Gifts are to be used by the City and administered by the Memorials and Gifts Commission.

## **POLICY**

- A. The Downtown Development Authority of Lake Charles shall be responsible as Memorials Commission for administering the Donation & Memorial Program, including establishing a review process for approving and installing donations.

The DDA may coordinate with other City departments where needed, or designate other departments to oversee certain aspects of the program.

- B. Donations will be accepted from public and private sources for the purposes of enhancing City property as well as its pathways, and will become the sole property of the City. As sole property of the city donations may be relocated if and when deemed necessary by the Memorials Commission. Properties will be catalogued and maintained by the Memorial Commission.
- C. Donations will be accepted for parks and park pathways with the exception of those areas where human activity is discouraged to protect habitat and sensitive lands.
- D. All costs associated with the donation request should be covered by the donor, including delivery and installation. The Memorials Commission may, on a case by case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project. For projects of large value, a reasonable administrative fee will be negotiated.
- E. Proposed donations may be incorporated into the landscape and facilities of the park and pathways according to the following criteria:

General Criteria:

- 1. Donations must be compatible with and meet a specific park facility or amenity need identified in the approved park master plan,
- 2. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.
- 3. Age and anticipated general condition of the donation.
- 4. Anticipated maintenance requirements.
- 5. Donations must adhere to reasonable public safety regulations.
- 6. Donations may not promote, profess, or encourage a political party/movement or religions/sect.
- 7. Site or location specific gifts must relate to broad social, cultural, industrial, commercial, or academic events/movements/history related to Lake Charles and/or Southwest Louisiana.

Specified Criteria:

- 1. Cash Donations – Unspecified cash donations are accepted and encouraged and may be used to build, repair or upgrade existing or new facilities at the City's discretion.
- 2. Structures and Site Furnishings – The City has established general aesthetic standards for furnishings within the park. Donations of structures or furnishings should maintain this aesthetic. Therefore the Administrator will offer donors a list of pre-approved furnishings and associated costs that they may choose from. The list shall include the following items, and may be added to as necessary:

Picnic Tables  
Benches  
Drinking Fountains  
Trail Marker Signs

Occasionally a donor identifies a specific park or area for a donation, yet the park or area has no need for additional amenities. In this case, donors may choose to contribute funds towards an existing park amenity.

3. Other Furnishings – Memorial donations which are large in scale are generally not encouraged. Furnishings or structures outside of the pre-approved list such as memorial flagpoles, sculptures, fountains, plazas, and landscapes will be reviewed on a case by case basis.
4. Plaques, Markers, and Memorials – Any of the aforementioned must be in accordance with City standards. The location, size, material, and writing on plaques require review and approval by the Memorial Commission and City Council.

Dedication or memorial plaques may not be placed in/on City facilities without Memorial Commission recommendation and City Council approval.

Memorial donations in honor of living individuals or their work cannot be accepted.

5. Artwork – Donations of art, or cash donations to purchase or commission art must be pre-approved by the Memorial Commission with placement also approved by City Council. Art work will potentially be included in a City Collection for works of art which may be located and rotated throughout City of Lake Charles facilities and be offered on loan to suitable museums, galleries and educational facilities.k
6. Plant Donations – Donation of plant material is allowed as long as the donation is purchased from a nursery.

Acceptance of plant material by the City is based upon whether the plant material furthers the design theme established in the park and a need exists for additional plants.

The City's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed.

Plant material occasionally must be relocated or conditions may lead to the demise of some plants. Therefore, donations will only be accepted if donors realize that plants may be relocated and that the City may not replace plants material that does not survive. If the plant was accompanied by an object (i.e. bench, picnic table, play equipment, plaque) the City will provide its regular standard of care and maintenance for the object.

F. Memorial & Donor Recognition

Individual memorial or donation plaques may be placed directly on donated items (i.e. benches, drinking fountains, etc.). Memorial or donation plaques will not be placed on landscape materials. Plaques shall be of a size determined by the Memorial Commission.

G. Damages and Relocation

The City will make every effort to repair damaged donations and memorials. However, the City is not responsible for replacing items, including plaques, due to excessive damage or loss. The City will make every effort to contact the donor to inform them of the loss. The donor may replace the item and/or plaque at their own expense. While all due care (siting location, necessary insurance, and periodic inspection) will be provided by the Memorial Commission, the Commission cannot be responsible for acts of God or terrorism.

If necessary, due to repair of surrounding areas, construction or redesign of a facility, a plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained or after a period of ten (10) years, it may be removed by the City.

H. Areas which may be considered for Donation location:

1. Downtown

- i. Bord du Lac Park
- ii. Lakefront Promenade
- iii. Shiver Me Timbers @ Bord du Lac Park
- iv. Chenier Grove Ribbon Park (ancient shoreline of Lake)
- v. 1911 Historic City Hall
- vi. Ten Pin Alley
- vii. Veterans Memorial Park (Veterans Star Plaza)
- viii. Pioneer Building/City Hall Tower

2. Other locations if coordinated with responsible City department or entity:

- i. City Parks
- ii. Enterprise Boulevard Median
- iii. First Avenue Median
- iv. Central School for the Arts and Humanities
- v. Fire Stations
- vi. Recreation/Community Centers

- vii. Any location approved by Memorial Commission and responsible City entity

**PROCEDURE FOR SUBMISSION AND APPROVAL OF PROPOSAL**

- A. Working in cooperation with the Memorial Commission, the DDA, individuals, groups, and organizations interested in proposing to place a dedication or memorial in any park area or facility must formally do so in writing. This proposal shall be presented to the Memorial Commission for consideration.
- B. At a minimum, the attached form must be completed. Additional information (details, photos, brochures, area map, drawings, etc.) is recommended.
- C. The DDA will consider each application presented by the Memorial Commission for a dedication/memorial placement proposal at the regular monthly meeting.
- D. The DDA will act on each proposal made, and if approved, will forward to the City Council for approval.
- E. Only approvals of a proposed dedication/memorial placement will be forwarded to the City Council.
- F. Upon approval by City Council, the Donor Agreement will be signed and kept on record with the City of Lake Charles.
- G. Acknowledgment will be formally made by news release, website, public mention in minutes of Council, plaque, formal naming ceremony at site or other appropriate gesture.

**Any questions regarding this policy and procedures should be directed to:**

**Downtown Development Authority  
Memorial Commission  
City of Lake Charles  
326 Pujo Street  
Lake Charles, LA 70601  
Phone (337) 491-1292  
Fax (337) 491-1206**

	A	B	C	D
1	MEMORIAL NAME	MAP NO.	CONTACT ORGNIZATION	COMMENTS
2				
3	Snead Fountain	O1	Art Associates of Lake Charles, Inc.	Dedicated to memory of Margaret Snead, founder of Art Assoc. of LC; funding by members of Art Assoc.
4	World Trade Center 9/11 Memorial	O2	City of Lake Charles	Beams obtained from fallen World Trade Center; limestone obtained from Pentagon; project design & construction lead by Susan Arnold & Barry Carpenter; community participation in developing design; students from Grand Lake assisted.
5	McFillen Tree Memoiral	O3		In memory of Myron Keith McFillen
6	BPW Memoiral	O4	Business & Professional Womens Club	Business & Professional Women Club; Reflections of the past 60 years 1931-1991.
7	Compassionate Friends	O5		
8	Millennium Park Shade Pavilion	O6		Funds from Calcasieu Community Clinic, Amer. Assoc. of Dermatology, Shiver Me Timbers Millennium Park Committee & City of Lake Charles.
9	KPLC TV Gazebo	O7	KPLC TV 7	
10	NOAA Tide Monitor	O8		Will move after new unit callibrated
11	Bord Du Lac Park CoLC Marker	O9		Land & Water Conservation Fund, A Cooperation Fund, a cooperative project for outdoor recreation administered by La. State Parks & Recreation Commission in cooperation w/Bureau of Outdoor Recreation Dept. of the Interior.
12	Wharf Site of Borealis Rex	O10	Southwest La. Historical Association	Stern-wheeled steamboat built 1888; sole transportation from Lake Charles to Cameron; sunk by hurricane in 1918; raised in 1919 & served until 1930.
13	Time Capsule 2026	O11	City of Lake Charles	Dedicated by CoLC Bicentennial Commission; burial 11/29/76; date of reopening 11/29/2026; City Resolution No. 262-76.
14	Time Capsule 2117	O12	Junior League of Lake Charles, Inc.	Time capsule buried by Junior League March 16, 1992; to be opened March 16, 2117; donated by Smith-Woodard
15	Arcade Theatre Memorial Pavilion Plague	O13	The Arcade Foundationl & H.C. Drew Foundation	Dedicated 1991; constructed with original bricks from the Arcade Theatre with funds provided by The Arcade Foundation & the H.C. Drew Foundation.
16	NOAA Weather Report Station	O14	NOAA	NOAA can move whenever the work on the Promenade starts; they will refurbish the station & get it ready; not concerned where it goes; City can decide; just let them know when the grounds are ready so they can install it.
17	Civic Center Welcome Sign	O15		Donated by Kiwanis, Rotary, Lions & CoLC
18	Fallen Heroes Memorial	O16		
19	Mallory K. Stevens	Not on map	See comments	In memory of Mallory K. Stevens; May 17, 1999 - December 2, 2000; James Scott & Angela Fruge Stevens; Jim Stevens/Louis Dronett-Minden
20	NOAA Bench Mark 4	X1	See comments	U.S. Coast & Geodetic Survey Bench Mark; Elev. Feet above mean sea level; \$250 fine or imprisonment for disturbing this mark; locatd on bridge SW corner of sidewalk.
21	NOAA Bench Mark 5	X2	See comments	1973; located on seawall by NW corner of bridge
22	NOAA Bench Mark A 269	X3	See comments	Vertical control Mark A 269, 1972; located at far east corner of sealwall.
23	NOAA Bench Mark 7	X4	See comments	Bench Mark No. 7, 1988; located on seawall west of Lady Claire Dock entrance.
24	NOAA Bench Mark CIVI Horizontal Marker	X5	See comments	Cannot move; 1987; located north of south dock.

	A	B	C	D
25	MEMORIAL NAME	MAP NO.	CONTACT ORGNIZATION	COMMENTS
26	Veterans Park Womens Memorial	M1		
27	Veterans Park Vietnam Memorial	M2		
28	Veterans Park Tank	M3		
29	Veterans Park World War II Meorial	M4		
30	Veterans Park Medal of Honor Fountain	M5		
31	Vetreans Park Five Service Area	M6		
32	PPG Fountain	S1		
33	Boardwalk Signage-Boardwalk Rail Sign	S3		
34	Boardwalk Signage-Calcasieu Bridges	S4		
35	Boardwak Signage-Boardwalk Plaque	S5		
36	Boardwalk Signage - Skyline/Downtown	S6		
37	Boardwalk Signage - Unknown	S7		
38	Boardwalk Signage - Sawmill	S8		
39	Boardwalk Signage - Attakapas Village	S9		
40	Boardwalk Signage - PPG Fountain Plaque	S10		

# Lake Charles Civic Center Monuments & Memorials

name	MEMORIAL_N
Veterans Park Womens Memorial	M1
Veterans Park Vietnam Memorial	M2
Veterans Park Tank	M3
Veterans Park World War II Meorial	M4
Veterans Park Medal of Honor Fountain	M5
Vetreans Park Five Service Area	M6
Snead Fountain	O1
Wharf Site of Borealis Rex	O10
Time Capsule 2026	O11
Time Capsule 2117	O12
Arcade Theatre Memorial Pavilion Plaque	O13
NOAA Weather Report Station	O14
Civic Center Welcome Sign	O15
Fallen Heroes Memorial	O16
World Trade Center 9/11 Memorial	O2
McFillen Tree Memoiral	O3
BPW Memoiral	O4
Compassionate Friends	O5
Millennium Park Shade Pavilion	O6
KPLC TV Gazebo	O7
NOAA Tide Monitor (will move after new unit callibrated)	O8
Bord Du Lac Park CoLC Marker	O9
PPG Fountain	S1
Boardwalk Signage - PPG Fountain Plaque	S10
PPG Fountain	S2
Boardwalk Signage-Boardwalk Rail Sign	S3
Boardwalk Signage-Calcasieu Bridges	S4
Boardwak Signage-Boardwalk Plaque	S5
Boardwalk Signage - Skyline/Downtown	S6
Boardwalk Signage - Unknown	S7
Boardwalk Signage - Sawmill	S8
Boardwalk Signage - Attakapas Village	S9
NOAA Bench Mark 4	X1
NOAA Bench Mark 5	X2
NOAA Bench Mark A 269	X3



1 inch = 300 feet



O4 BPW 2 of 2



M1 Women Veterans 1 of 2



M2 Vietnam Veterans 1 of 3



M3 Tank 1 of 2



M4 LC High WWII Vets



M5 Medal of Honor Fountain 3 of 4



M6 Five service area 1 of 2



Mallory Stevens



O1 Snead Memorial 2 of 2



O2 Sept 11 Memorial 3 of 11



O3 McFillen Tree Mem 2 of 2



O5 Compassionate Friends 2 of 2



O6 Mill Park Shade Pavilion 2 of 3



O7 KPLC Gazebo 1 of 3



O8 NOAA Tide Monitor



O9 Bord Du Lac O9 Park Marker



O10 Borealis Rex 1 of 2



O11 Time Capsule 2026



O12 Time Capsule 2117



O13 Arcade Pavilion 1 of 2



O14 NOAA Weather Report Station 3 of 3



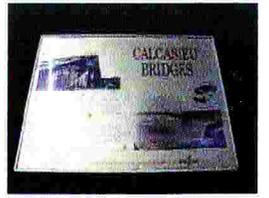
O16 Fallen Heroes Memoiral



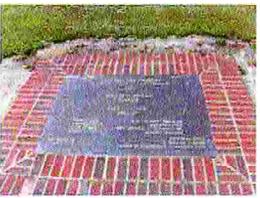
S1 PPG Fountain



S3 Boardwalk rail sign 1 of 3



S4 Calcasieu Bridges 1 of 2



S5 Boardwalk Plaque 1 of 2



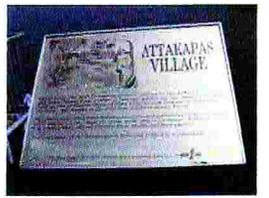
S6 Skyline & Downtown 1 of 2



S7 Unknown 1 of 2



S8 Sawmill 1 of 2



S9 Attakapas Village 1 of 2



S10 PPG Fountain Plaque



X1 US Coast & Geodetic Bench Mark 4



X2 NOAA Bench Mark 5



X3 NOAA Vertical Control Mark A 269



X4 NOAA Bench Mark 7



## Application For PARK DONATION & MEMORIAL PROGRAM

- ✓ Please review the Policy as outlined on the previous pages of this packet
- ✓ Please print or type legibly and fill out form completely
- ✓ Application will be reviewed by the Downtown Development Authority - allow 30 days
- ✓ If approved, make check payable to *City of Lake Charles*

### APPLICANT INFORMATION

<b>Name:</b>	<b>Date of Application:</b>
<b>Organization</b> (if applicable):	<b>Home Phone #:</b>
<b>Mailing Address:</b>	<b>Other Phone #:</b>
<b>City, State, Zip:</b>	<b>Email Address:</b>

### DONATION & MEMORIAL REQUESTS *(Please check one)*

DONATIONS	MEMORIALS
<input type="checkbox"/> I wish to make a donation  _____ <b>Cash Donation of \$</b> _____ <i>(specify amount)</i> _____ <b>In Kind Donation</b>  <i>(Please describe item or service to be donated below)</i> _____ _____  Desired location for donation _____	<input type="checkbox"/> I wish to purchase a park amenity for a memorial <i>(Please identify below; cost to be determined)</i>  _____ _____ Desired placement for memorial _____
<b>Designation of Cash Donation</b> <i>(Please check one)</i>  <input type="checkbox"/> For the following purpose (specify purpose) _____  <input type="checkbox"/> Unspecified (to be used at the City's discretion)	<b>Special Comments:</b> _____ _____ _____ _____ _____

*I have read and agree to the City of Lake Charles Donation & Memorial Program Policy. I understand the City will make every effort to repair damaged donations and memorials. However, the City is not responsible for replacing items due to excessive damage or loss. The City will make every effort to contact the donor to inform them of the loss. Donors may replace the items at their own expense.*

Print Name of Donor \_\_\_\_\_

Signature of Donor \_\_\_\_\_

- FOR OFFICE USE ONLY -

<b>APPLICATION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Authorized Signature: _____	<b>AMOUNT ENTERED:</b> \$ _____  Receipt to donor	Date Accepted: _____ Staff Initials: _____ _____ Person Assigned to Project _____ Date Completed
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