

RESOLUTION 2010 – 16

A RESOLUTION ADOPTING RULES AND REGULATIONS FOR THE CARE, USE AND MAINTENANCE OF GREENHILL CEMETERY FOR THE CITY OF LARAMIE, WYOMING.

WHEREAS, under the Laramie Municipal Code, Title 13.64.020 the city manager may establish reasonable rules and regulations for the care, use and maintenance of the city cemetery in addition to the regulations established by city ordinance;

WHEREAS, in April of 1997 the City Council approved rules and regulations as specified in LMC 13.64.020 along with adhering to the Wyoming Administrative Procedure Act W. S. 16-3-101;

WHEREAS, the City Parks and Recreation staff has proposed revisions to the adopted rules and regulations to address maintenance items that were not applicable in 1997 and to clarify the rules and regulations;

WHEREAS, the proposed rules and regulations were presented to the City Parks, Tree and Recreation Advisory Board on December 2nd 2009;

WHEREAS, City Parks, Tree and Recreation Advisory Board on December 2nd 2009 unanimously approved a resolution recommending the City Council adopt the rules and regulations for Greenhill Cemetery which is marked Exhibit A, and is attached hereto and incorporated herein;

WHEREAS, the rules and regulations for Greenhill Cemetery were posted on the City's web site for public review and comment and at Greenhill Cemetery, City Hall and the Recreation Center for 45 calendar days as required under the Wyoming Administrative Procedures Act, without any public comments received.

NOW THEREFORE, THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:

SECTION 1: That the foregoing recitals are incorporated in and made part of this resolution by this reference.

SECTION 2: That City Council adopt the rules and regulations for the care, use and maintenance of Greenhill Cemetery as specified in the Laramie Municipal Code, Title 13.64.020.

PASSED AND APPROVED on this 2nd day of March 2010.

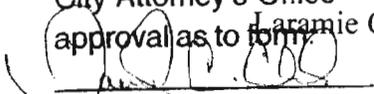


City Attorney's Office Jodi Guerin, Mayor and President of the
approval as to form Laramie City Council, Laramie, Wyoming

ATTEST:



Sue Morris-Jones, CMC
City Clerk



Date: 3/23/10

**GREENHILL CEMETERY
RULES AND REGULATIONS
Per Ordinance 13.64.020**

**Approved by the Parks, Tree and Recreation Advisory Board
December 2, 2009**

A. PEDDLING AND SOLICITING:

The peddling of flowers or plants, or the soliciting for the sale of any commodity is prohibited in the cemetery.

B. NOTICES OR ADVERTISEMENTS:

No signs, notices or advertisements of any kind shall be permitted within the Cemetery grounds.

C. CITY NOT REQUIRED TO GROW GRASS:

The city shall not be required to grow grass under evergreen trees or elsewhere in the Cemetery if excessive shade or other conditions make growth difficult.

D. PARKING IN THE CEMETERY:

Parking shall be allowed in the Cemetery for the purpose of visitation to lots and Cemetery business only. All other parking in the right of ways is prohibited.

E. CUT FLOWERS AND POTTED PLANTS;

Cut flowers and potted plants, wreaths and blankets shall not be allowed on grave lawns longer than three (3) days, except during the period from December 1 and March 1, and for seven (7) days following Memorial Day. If these items are not removed by the owner within the above times, the Cemetery staff shall remove all items. Owners shall be responsible for their own vases and containers. Flowers, plants, small statues, knick knacks or wreaths may be left indefinitely on plots if placed upon a permanent and substantial foundation or base which shall be a part of the monument and shall be flush with the ground level and extend at least four (4) inches beyond the widest point of all sides of the flowers, small statues, knick knacks, plants, wreathes or vases in place on such foundation.

F. MEMORIAL TREES AND SHRUBS:

The planting of trees and shrubs on occupied or unoccupied grave spaces, as well as perennial plants, is prohibited. All trees and shrubs must be planted in the walkway or alleyways with the approval of the Cemetery Supervisor. The Cemetery staff shall take requests for plant material and shall purchase, at wholesale cost, trees and shrubs according to donors wishes in the spring of each year. The plant material shall be planted by the Cemetery staff and the only cost to the donor will be the wholesale cost of the plant. If the lot owner wishes to plant their own trees and shrubs or to have a business plant a tree or shrub for them, written permission from the Cemetery Supervisor must be obtained before planting and a member of the City of Laramie staff must be

present while the planting takes place.

G. MEMORIALS AND MONUMENTS:

1. The City does not wish to unnecessarily interfere with a family's choice of memorialization. However, in justice to the other lot owners and to preserve the beauty and harmony of the Cemetery, the City reserves the right, after having given thirty (30) days written notice, to remove any structure or object that the Cemetery Supervisor deems injurious to the general appearance of the grounds. The City further reserves the right to approve or reject any proposed memorial or monument based upon the health and safety of the cemetery employees and general public, The City reserves the right to request written documentation from a Wyoming licensed engineer regarding the design and construction of any foundation and/or monument before approving the construction and installation of any foundation and/or structure in the cemetery.

2. It is the responsibility of anyone erecting, placing, or removing or those employed in erecting, placing or removing monuments, memorials planter boxes, vases or other structures, or additions to existing monuments, to obtain consent and directions from the Sexton's office or the Cemetery Supervisor prior to any work being performed.

3. A memorial and Monuments form supplied by the City of Laramie must be completed and submitted by the contractor for approval by the Cemetery Supervisor. The information required includes noting the proper name, legal description, exact location on lot, material construction, size, number of pieces, and direction of monument's front. This form must be filled out and given to the cemetery staff prior to any work being performed.

4. Anyone erecting, placing, removing or employed in erecting, placing or removing monuments or other structures, or bringing materials into the cemetery for the erecting, placing, or removing of monuments will, as to the City, any person, dealer or contractor will be recognized as an independent contractor subject to the supervision of the Cemetery Supervisor and required to provide proof of professional liability insurance with the monetary amount of coverage that is acceptable to the City of Laramie.

5. At the City's convenience, all monuments will be inspected for proper location. Any monuments misplaced will be the responsibility of the person, dealer or contractor that erected the said monument to the proper location within thirty (30) days of written notification by the Cemetery Supervisor. If said monument has not been reset, or arrangements have not been made to reset the monument, the City will reset said monument with the cost of said resetting to be charged to the person, dealer or contractor.

6. Persons engaging in erecting monuments or other structures are prohibited from attaching ropes or other devices to existing monuments, trees, shrubs, scattering of tools and materials over adjoining lots or blocking roadways. Such persons must do as little injury to the ground, trees, and shrubs as possible; remove all debris and restore the ground and the surrounding area to its original condition. Damage done to lots, walks, trees, shrubs, drives, or other property by the persons, dealers, or contractors will be repaired by the Cemetery

Supervisor and the cost for such damage shall be invoiced to the persons, dealers or contractors.

7. The hours for placing, erecting or removing monuments are Monday through Friday, 7:00am to 4:00pm. No work can be performed on weekends or evenings without written permission from the Cemetery Supervisor.

8. While a funeral service or an interment service is being conducted, no work of any kind will be permitted within five hundred (500) feet of such service until the service is completed and all vehicles in the funeral service have left the Cemetery.

9. Only one (1) central or family memorial or monument will be allowed on each lot. The City defines a family memorial as one without individual names or dates of death inscribed upon the monument. It is a requirement for the placing of a family monument that a family own four (4) consecutive adjoining spaces in order to place a family memorial or monument.

10. No curbs or fences will be allowed to be placed on any lot or burial space.

11. All monument foundations must be flush with the existing ground level and extend at least four (4) inches beyond the monument at the widest points of the memorial or monument. All monuments and foundations in the designated "FLAT MARKER" area must be flush to the existing ground. This area is designated in Block 123.

12. If more than one memorial or monument is to be placed on a burial space, the second memorial must be set flush with the existing ground with a foundation that extends at least four (4) inches beyond the monument at the widest points.

H. SPECIAL CIRCUMSTANCES

Family Members may petition the Parks and Recreation Director to request a waiver of Rules & Regulations for a period of time. This time is to be set by the Parks and Recreation Director and is to help them memorialize their loved ones. This could be due to religious beliefs or other issues.

With the Parks and Recreation Director's written permission and a set period of time, a family may decorate the grave space as permitted. This may include stuffed animals, solar lights, benches or other items deemed acceptable by the Parks and Recreation Director.

City staff will not be responsible for damaged items that do not conform to the city ordinances or the Rules and Regulations pertaining to Greenhill Cemetery memorials.

I. TEMPORARY MARKERS

Mortuaries may place a temporary marker on a cemetery space which may remain on a grave space for six (6) months. If a temporary marker is missing, the inquiring family should be advised to contact one of the mortuaries or monument companies to have a more permanent marker installed.

J. SHEPHERD HOOKS

Greenhill Cemetery will allow the placement of two (2) shepherd hooks one on each side of a monument on one space. The shepherd hooks must be set securely into the ground and fit upon the cemetery space. Each full size cemetery space is 48" wide. If the concrete pad under the monument is 48" wide, the placement of a shepherd hook will NOT be allowed because of the intrusion onto a space that is not owned by the family. The City of Laramie and Greenhill Cemetery will NOT be responsible for any damage done to the shepherd hooks or any item that is hung from the hook. It will be at the discretion of the Cemetery Supervisor if the shepherd hooks and the items hanging from the hooks comply with these Rules and Regulations established by City of Laramie under Laramie Municipal Code 13.64.020. The Cemetery Supervisor may remove any shepherd hooks and items that do not meet the approved Rules and Regulations. *Prior to placing any shepherd hook upon a space, the family should contact the Sexton or Cemetery Supervisor for written permission.

K. BURIAL IN THE COUNTY DRY SECTION

The following criteria should be used for all burials in the County Dry section of the Cemetery. The only burials in this section of the Cemetery are those who have been determined to be indigent. The Albany County Coroner will make this determination and sign the open and closing order. The City of Laramie will not issue a deed and no Perpetual Care fees will be charged. The Opening and Closing fee will be waived in those cases where the Albany County Coroner has made a determination that it is an indigent burial.

L. NUMBER OF BODIES PER BURIAL SPACE IS LIMITED

No more than one (1) body shall be interred in a single adult space except in the case of members of the same family who will be interred in the same burial receptacle or where written consent of the Parks and Recreation Director is obtained. The limit for cremains on a full size space is three (3) over a casket or four (4) if no casket is buried in the space. The baby size space can accommodate one (1) baby and one (1) cremains or two (2) cremains. The cremation size spaces can accommodate two (2) cremains.

**GREENHILL CEMETERY
RULES AND REGULATIONS
Per Ordinance 13.64.020
~~Approved April 17, 1997~~
Draft Revisions December 2, 2009**

A. PEDDLING AND SOLICITING:

The peddling of flowers or plants, or the soliciting for the sale of any commodity is prohibited in the cemetery.

B. NOTICES OR ADVERTISEMENTS:

No signs, notices or advertisements of any kind shall be permitted within the Cemetery grounds.

C. CITY NOT REQUIRED TO GROW GRASS:

The city shall not be required to grow grass under evergreen trees or elsewhere in the Cemetery if excessive shade or other conditions make growth difficult.

D. PARKING IN THE CEMETERY:

Parking shall be allowed in the Cemetery for the purpose of visitation to lots and Cemetery business only. All other parking in the right of ways is prohibited.

E. CUT FLOWERS AND POTTED PLANTS;

Cut flowers and potted plants, wreaths and blankets shall not be allowed on grave lawns longer than three (3) days, except during the period from December 1 and March 1, and **FOR SEVEN (7) DAYS** following Memorial Day. If these items are not removed by the owner within the above times, the Cemetery staff shall remove all items. Owners shall be responsible for their own vases and containers. Flowers, plants, **SMALL STATUES, KNICK KNACKS** or wreaths may be left indefinitely on plots if placed upon a permanent and substantial foundation or base which shall be a part of the monument and shall be flush with the ground level and extend at least four (4) inches beyond **THE WIDEST POINT OF ALL SIDES OF THE FLOWERS, SMALL STATUES, KNICK KNACKS, PLANTS, WREATHES OR VASES** in place on such foundation or vase.

F. MEMORIAL TREES AND SHRUBS:

The planting of trees and shrubs on occupied or unoccupied grave spaces, as well as perennial plants, is prohibited. All trees and shrubs must be planted in the walkway or alleyways **WITH THE APPROVAL OF THE CEMETERY SUPERVISOR**. The Cemetery staff shall take ~~donations~~ **REQUESTS** for plant material and shall purchase, at **WHOLESALE** cost, trees and shrubs according to donors wishes in the spring of each year. The plant material shall be planted by the Cemetery staff ~~at no cost~~ **AND THE ONLY COST** to the donor **WILL BE THE WHOLESALE COST OF THE PLANT**. If the lot owner wishes to plant their own trees and shrubs or to have a business plant a tree or shrub **FOR THEM**, written permission **FROM THE CEMETERY SUPERVISOR MUST BE**

OBTAINED BEFORE PLANTING AND A MEMBER OF THE CITY OF LARAMIE STAFF MUST BE PRESENT WHILE THE PLANTING TAKES PLACE.

G. MEMORIALS AND MONUMENTS:

1. The City does not wish to unnecessarily interfere with a family's choice of memorialization. However, in justice to the other lot owners and to preserve the beauty and harmony of the Cemetery, the City reserves the right, after having given **THIRTY (30) DAYS** written notice, to remove any structure or object that **THE CEMETERY SUPERVISOR** deems injurious to the general appearance of the grounds. The City further reserves the right to approve or reject any proposed memorial or monument **BASED UPON THE HEALTH AND SAFETY OF THE CEMETERY EMPLOYEES AND GENERAL PUBLIC, THE CITY RESERVES THE RIGHT TO REQUEST WRITTEN DOCUMENTATION FROM A WYOMING LICENSED ENGINEER REGARDING THE DESIGN AND CONSTRUCTION OF ANY FOUNDATION AND/OR MONUMENT BEFORE APPROVING THE CONSTRUCTION AND INSTALLATION OF ANY FOUNDATION AND/OR STRUCTURE IN THE CEMETERY.**

2. It is the responsibility of anyone *erecting, placing, or removing* or those employed in *erecting, placing or removing* monuments, memorials planter boxes, vases or other structures, or additions to existing monuments, to obtain consent and directions from the Sexton's office or the Cemetery staff **SUPERVISOR** prior to any work being performed.

3. A **MEMORIAL AND MONUMENTS FORM, SUPPLIED BY THE CITY OF LARAMIE MUST BE COMPLETED AND SUBMITTED BY THE CONTRACTOR FOR APPROVAL BY THE CEMETERY SUPERVISOR.** The ~~written list on supplied forms from the City of Laramie~~ information required includes noting the proper name, legal description, exact location on lot, material construction, size, number of pieces, and direction of monument's front. This form must be filled out and given to the cemetery staff **PRIOR** to any work being performed.

4. Anyone *erecting, placing, removing or employed in erecting, placing or removing* monuments or other structures, or bringing materials into the cemetery for the *erecting, placing, or removing* of monuments will, as to the City, **ANY PERSON, DEALER OR CONTRACTOR WILL BE RECOGNIZED AS ~~be operated~~ AN independent contractor** subject to the supervision of the ~~cemetery staff~~ **CEMETERY SUPERVISOR AND REQUIRED TO PROVIDE PROOF OF PROFESSIONAL LIABILITY INSURANCE WITH MONETARY AMOUNT OF COVERAGE THAT IS ACCEPTABLE TO THE CITY OF LARAMIE.**

5. At the City's convenience, all monuments will be inspected for proper location. Any monuments misplaced will be the responsibility of the person, **DEALER OR CONTRACTOR** ~~or persons~~ that erected the said monument to the proper location within **THIRTY (30)** days of written notification by the Cemetery staff **SUPERVISOR.** If said monument has not been reset, or arrangements have not been made to reset **THE MONUMENT,** the City will reset said

monument with the cost of said resetting to be charged to the **PERSON**, dealer or contractor.

6. Persons engaging in erecting monuments or other structures are prohibited from attaching ropes or other devices to existing monuments, trees, shrubs, scattering of tools and materials over adjoining lots or blocking roadways. Such persons must do as little injury to the ground, trees, and shrubs as possible; remove all debris and restore the ground and the surrounding area to its original condition. Damage done to lots, walks, trees, shrubs, drives, or other property by the **PERSONS, DEALERS OR** contractorS will be repaired by the Cemetery staff **SUPERVISOR** and **THE COST FOR SUCH DAMAGE SHALL BE INVOICED TO THE PERSONS, DEALERS OR CONTRACTORS.** ~~shall be billed to the contractor.~~

7. The hours for **placing, erecting or removing** monuments are Monday through Friday, 7:00am to 4:00pm. No work can be performed on weekends or evenings without written permission from the Cemetery **SUPERVISOR** Director.

8. While a funeral service or an interment service is being conducted, no work of any kind will be permitted within **FIVE HUNDRED (500)** feet of such service until the service is completed and all vehicles in the funeral service have left the Cemetery.

9. Only one **(1)** central or family memorial or monument will be allowed on each lot. The City defines a family memorial as one without individual names or dates of death inscribed upon the monument. It is a requirement for the placing of a family monument that a family own four **(4)** consecutive adjoining spaces in order to place a family memorial or monument.

10. No curbs or fences will be allowed to be placed on any lot or burial space.

11. All monument foundations must be flush with the existing ground level and extend at least four (4) inches beyond the monument at **THE WIDEST** all points ~~on the perimeter~~ of the memorial or monument. All monuments and foundations in the designated "FLAT MARKER" area must be flush to the existing ground. ~~These areas are designated in Blocks 120 and 123, inclusive.~~ **THIS AREA IS DESIGNATED IN BLOCK 123.**

12. If more than one memorial or monument is to be placed on a burial space, the second memorial must be set flush with the existing ground with a foundation that extends at least four **(4)** inches beyond the monument at ~~all~~ **THE WIDEST** points.

H. SPECIAL CIRCUMSTANCES

FAMILY MEMBERS MAY PETITION THE PARKS AND RECREATION DIRECTOR TO REQUEST A WAIVER OF RULES & REGULATIONS FOR A PERIOD OF TIME. THIS TIME IS TO BE SET BY THE PARKS AND RECREATION DIRECTOR AND IS TO HELP THEM MEMORIALIZE THEIR LOVED ONES. THIS COULD BE DUE TO RELIGIOUS BELIEFS OR OTHER ISSUES.

WITH THE PARKS AND RECREATION DIRECTOR'S WRITTEN PERMISSION

AND A SET PERIOD OF TIME, A FAMILY MAY DECORATE THE GRAVE SPACE AS PERMITTED. THIS MAY INCLUDE STUFFED ANIMALS, SOLAR LIGHTS, BENCHES OR OTHER ITEMS DEEMED ACCEPTABLE BY THE PARKS AND RECREATION DIRECTOR.

CITY STAFF WILL NOT BE RESPONSIBLE FOR DAMAGED ITEMS THAT DO NOT CONFORM TO THE CITY ORDINANCES OR THE RULES AND REGULATIONS PERTAINING TO GREENHILL CEMETERY MEMORIALS.

I. TEMPORARY MARKERS

MORTUARIES MAY PLACE A TEMPORARY MARKER ON A CEMETERY SPACE WHICH MAY REMAIN ON A GRAVE SPACE FOR SIX (6) MONTHS. IF A TEMPORARY MARKER IS MISSING, THE INQUIRING FAMILY SHOULD BE ADVISED TO CONTACT ONE OF THE MORTUARIES OR MONUMENT COMPANIES TO HAVE A MORE PERMANENT MARKER INSTALLED.

J. SHEPHERD HOOKS

GREENHILL CEMETERY WILL ALLOW THE PLACEMENT OF TWO (2) SHEPHERD HOOKS ONE ON EACH SIDE OF A MONUMENT ON ONE SPACE. THE SHEPHERD HOOKS MUST BE SET SECURELY INTO THE GROUND AND FIT UPON THE CEMETERY SPACE. EACH FULL SIZE CEMETERY SPACE IS 48" WIDE. IF THE CONCRETE PAD UNDER THE MONUMENT IS 48" WIDE, THE PLACEMENT OF A SHEPHERD HOOK WILL NOT BE ALLOWED BECAUSE OF THE INTRUSION ONTO A SPACE THAT IS NOT OWNED BY THE FAMILY. THE CITY OF LARAMIE AND GREENHILL CEMETERY WILL NOT BE RESPONSIBLE FOR ANY DAMAGE DONE TO THE SHEPHERD HOOKS OR ANY ITEM THAT IS HUNG FROM THE HOOK. IT WILL BE AT THE DISCRETION OF THE CEMETERY SUPERVISOR IF THE SHEPHERD HOOKS AND THE ITEMS HANGING FROM THE HOOKS COMPLY WITH THESE RULES AND REGULATIONS ESTABLISHED BY CITY OF LARAMIE UNDER LARAMIE MUNICIPAL CODE 13.64.020. THE CEMETERY SUPERVISOR MAY REMOVE ANY SHEPHERD HOOKS AND ITEMS THAT DO NOT MEET THE APPROVED RULES AND REGULATIONS. *PRIOR TO PLACING ANY SHEPHERD HOOK UPON A SPACE, THE FAMILY SHOULD CONTACT THE SEXTON OR CEMETERY SUPERVISOR FOR WRITTEN PERMISSION.

K. BURIAL IN THE COUNTY DRY SECTION

The following criteria should be used for all burials in the County Dry section of the Cemetery. ~~The only burials in this location should be those who are clients of the State Department of family Services~~ SECTION OF THE CEMETERY ARE THOSE WHO HAVE BEEN DETERMINED TO BE INDIGENT. THE ALBANY COUNTY CORONOR WILL MAKE THIS DETERMINATION AND SIGN THE OPEN AND CLOSING ORDER. ~~The standard charge for our services will be the Opening and Closing costs. We~~ THE CITY OF LARAMIE will not issue a

deed and no Perpetual Care fees will be charged. The Opening and Closing fee will be waived in those cases where the County **CORONOR** has made a determination that it is an indigent burial.

**L. NUMBER OF BODIES PER BURIAL SPACE IS LIMITED
NO MORE THAN ONE (1) BODY SHALL BE INTERRED IN A SINGLE ADULT SPACE EXCEPT IN THE CASE OF MEMBERS OF THE SAME FAMILY WHO WILL BE INTERRED IN THE SAME BURIAL RECEPTACLE OR WHERE WRITTEN CONSENT OF THE PARKS AND RECREATION DIRECTOR IS OBTAINED. THE LIMIT FOR CREMAINS ON A FULL SIZE SPACE IS THREE (3) OVER A CASKET OR FOUR (4) IF NO CASKET IS BURIED IN THE SPACE. THE BABY SIZE SPACE CAN ACCOMMODATE ONE (1) BABY AND ONE (1) CREMAINS OR TWO (2) CREMAINS. THE CREMATION SIZE SPACES CAN ACCOMMODATE TWO (2) CREMAINS.**