

INTRODUCTION

This 20-year Washougal Memorial Cemetery Operational Plan provides a long term summation for improvements and phased projects that streamline customer service and enhance aesthetics. The plan also attempts to address current trends in environmental awareness for maintenance methods and burial options.

WASHOUGAL MEMORIAL CEMETERY HISTORY

The Washougal Memorial Cemetery provides the largest public burial grounds in Washougal. The Sons of David Shepherd operated and maintained the earliest graves, known as the “Pioneer Cemetery” – now referred to as “Section A”. New management by Lodge Number 194 of the Independent Order of Odd Fellows (IOOF) reflected this name change and expanded the grounds to add “Section B”. A successful petition by citizens resulted in the City of Washougal assuming ownership of the IOOF cemetery in December of 1944. The City of Washougal added five “open” sections for interment with expanded burial options and looks toward future expansion opportunities. To this day, the City of Washougal Clerk’s Office and Public Works Department perform all functions of management, development, and operations of the Washougal Memorial Cemetery.

The earliest recorded grave belongs to Jacob Gibbons (1837-1858), located in Section IOOF-A, Lot 31.

John Meier, reputed as a survivor of the 1876 Battle at Little Big Horn, rests in Lot 99 of Section IOOF-B. Historical reports reveal very little information about this man; however, records strongly indicate Private John Meier survived “Custer’s Last Stand” to find his final resting place in the Washougal Memorial Cemetery in 1917.

The Washougal Memorial Cemetery consists of approximately 12.9 acres. When fully utilized, the Cemetery will contain nearly 8,000 full burial locations. Both one full burial and three cremain burials OR four cremain burials are allowed on each adult lot, providing an economical burial option for families. Cremain niches, individual cremain lots, and a Cremain Memorial Garden meet the needs for those who select an alternative to full burial. The Washougal Memorial Cemetery also offers child and infant burial lots.

Funding for the Cemetery comes from private donations and fees paid for services. 65% of monies from the sale of lots goes into the Cemetery Operations & Maintenance Fund, 25% of monies goes into the Perpetual Care Fund, which will provide long-term care and maintenance of the Cemetery once all lots are sold. The remaining 10% goes into a Capital Expenditures Fund for future purchases for cemetery Design.

MISSION STATEMENT

Our objectives are to ensure the proper preservation of all Cemetery records; keep existing facilities in good condition; recommend facility upgrades and support all crucial obligations required to maintain the ongoing performance, care, improvement and solemnity of the Washougal Memorial Cemetery grounds.

PERPETUAL CARE PLANNING

Washington RCW 68.52.050 requires that the City provide a cemetery improvement or perpetual care fund. In accordance with RCW 68.52.050, 25% of each lot sold is set aside for this purpose.

At this time the City has these perpetual care monies invested through two agencies.

1. The city has invested \$250K of the perpetual care fund in a 2-year bond. Return on this bond is \$1,800 twice per year. A much better return than LGIP is offering at this time.
2. The Local Government Investment Pool or LGIP. LGIP is a State operated investment vehicle that allows smaller municipalities to pool their money together in order to take advantage of "economy of scale". LGIP also allows for next day liquidity should the money be needed, and without any penalty to the City (for instance: when selling a lot back to the City). However, due to the economic decline, this fund is showing a return of less than .15%. Currently, only \$38K remains in this account.

CEMETERY FACILITIES

- A. OFFICE & STORAGE AREA
- B. PIONEER CEMETERY – SECTION IOOF-A
- C. SECTION IOOF-B
- D. SECTION 1
- E. SECTION 2
- F. SECTION 3 – UPPER & LOWER AREAS
- G. SECTION 4 & CREMAIN MEMORIAL GARDEN
- H. SECTION 5
- I. SECTION 6
- J. SECTION 7
- K. NICHE WALLS



A. OFFICE & STORAGE AREA

Location: North of Section 2 and East of Section 3 Upper Area

Established: 1975

Capacity/Usage: Office area, work shop area, marker setting area (sand boxes - 2), equipment & tool storage, flag, vase & liner storage, public restroom.

Future Design: Improvements to Message Board Area.

Site Photo:



B. SECTION IOOF-A OR PIONEER CEMETERY

Established: In the 1850's by the Sons of David Shepherd. Later maintained and operated by the Independent Order of Odd Fellows #194.

Capacity: 91 LOTS (Family plots ranging from 1-20 burials per site)
Total current burials in Section: 268 known

Features: Historical Upright Monument area, Pioneer Memorial stone tribute, Camperdown Elm Tree. The earliest grave belongs to Jacob Gibbons (1837-1858).

Landscaping: Flower bed, trees, automatic sprinkler system.

Future Design: This Section is closed to sales. However, some families are still maintaining markers and conducting burials in family plots.

Site Photo:



C. SECTION IOOF – B

Established: Originally operated by Independent Order of Odd Fellows #194.

Capacity: 199 LOTS (2 casket, 4 casket & 8 casket capacity lots)
Total current burials in Section: 743 known

Features: Upright monument area, second oldest section of cemetery.

Landscaping: Trees, automatic sprinkler system.

Future Design: While this section is closed to lot sales, burials continue in previously established family plots. Legal has determined that the insertion of additional lots between the established graves is not to be possible due to the difficulty of confirming the location of some of the original burials.

Site Photo:



D. SECTION 1

Established: 1945 – when the City officially assumed the operations and maintenance of the Cemetery.

Capacity: 780 LOTS (39 for cremain or infant burial only)
Total possible burials in Section: 3003

Features: Upright monuments as well as flat markers permitted.

Landscaping: Trees, automatic sprinkler system.

Future Design:

Site Photo:



E. SECTION 2

Established: 1945 – when the City officially assumed the operations and maintenance of the Cemetery.

Capacity: 949 LOTS (55 for cremain burial only)
Total possible burials in Section: 3631

Features: Only flat markers permitted in this section.

Landscaping: Granite cemetery sign, trees, shrubs, flower beds, sprinkler system, fencing on southern border along “Q” Street.

Future Design:

Site Photo:



F. SECTION 3 – UPPER AREA

Established: 1982

Capacity: 766 LOTS (140 for cremain burial only)
Total possible burials in Section: 2644

Features: Veteran's Memorial and seating area.

Landscaping: Rhododendrons, automatic sprinkler system.

Future Design:

Site Photo:



F. SECTION 3 – LOWER AREA

- Established:** 1982
- Capacity:** 1249 LOTS (42 for child or infant burial only)
Total possible burials in Section: 4870 *(not including niches)*
- Features:** Cremain Niche Walls (Original Columbarium, Phase 2 East & West Walls), Upright Monument Lots only in designated areas, IOOF & Rebekah's Memorial at the Flag Pole, and ADA accessible gazebo that hosts the annual Memorial Day observation.
- Landscaping:** Rhododendrons, flower beds surrounding niche walls, automatic sprinkler system.
- Future Design:** Phase 3 of the Cremain Niche Walls plans for two additional units and improvements to Niche landscaping area.
- Site Photo:**



G. SECTION 4

Established: 2006

Capacity: **INFINITE CREMATION BURIAL CAPACITY.**

Features: Cremain Memorial Garden and stone for name plaques, planter box seating, surrounding flag poles.

Landscaping: Planter boxes at Cremain Memorial Garden.

Future Design: To be determined.

Site Photo:



H. SECTION 5

- Established:** 1999
- Capacity:** 436 LOTS (8 for cremain or child burial only)
Total possible burials in Section: 1720
- Features:** Flat marker only section, fencing along south border on “Q” Street.
- Landscaping:** Automatic sprinkler system, trees. Fencing along “Q” Street.
- Future Design:** Areas have been set aside for landscaping improvements (shrubs, flowers, trees).
- Site Photo:**



I. SECTION 6

- Established:** 1999
- Capacity:** 548 LOTS (8 for cremain or child burial only)
Total possible burials in Section: 2168
- Features:** Flat marker and upright markers permitted.
- Landscaping:** Automatic sprinkler system. Fencing along "Q" Street.
- Future Design:** Areas have been set aside for landscaping improvements (shrubs, flowers, trees).
- Site Photo:**



J. SECTION 7

Established: Not yet open for sales.

Capacity: UNDETERMINED CAPACITY

Features: Currently hosts the granite entrance sign at "Q" Street.

Landscaping: Trees, shrubs, and flower bed surrounding sign at entrance.

Future Design: To be determined.

Site Photo:



K. NICHE WALLS

Established: Original Columbarium: September of 1989
Phase 2 East & West March of 1996

Wall Capacity: 288 NICHEs – 96 per wall, 48 facing north/ 48 facing south

Features: Sold as single or double niches, inscriptions can be completed at time of burial or at time of purchase.

Landscaping: Vases set in flower beds surrounding niche walls.

Future Design: Phase 3 of the Cremain Niche Walls plans for two additional units, expanding capacity by 192 niches.

Site Photo:



ORIGINAL COLUMBARIUM (4 x 6 configuration)



WEST WALL – PHASE 2 (3 x 8 configuration)



EAST WALL – PHASE 2 (3 x 8 configuration)

FUNDING

The Board proposes an increase in fund raising activities to assist with capital improvements of the Washougal Memorial Cemetery. Several ideas have been presented and the Board is considering the implementation of one or more activities over the course of the upcoming year(s).

Activities suggested at this time:

1. Silent Auction.
2. Holding a fundraising pancake breakfast, lunch, tea or dinner in the Community Center.
3. Halloween ("Gravedigger's") Ball.
4. Sell Washougal Calendars featuring photos from around the City. A contest for photo submittals has been recommended in conjunction with this idea.
5. Operating a booth at the Summer Farmer's Market to collect donations and provide family burial location information, (similar to the assistance provided by the Board Members over the Memorial Day Weekend).
6. Hold a "Yard" Sale at the Cemetery.
7. Adopt-a-Lot program for those interred that no longer have descendants in the area to maintain headstones and markers in the older sections of the Cemetery. This topic will require further legal research prior to implementation.

The Board has chosen hold these events on a smaller scale first in order to determine the viability of each prospect. Also the Board intends to ensure that these events focus is on the project the money is being raised for rather than general maintenance and upkeep. Funding for Operations & Maintenance is determined by the City Council and Staff annually through the regular budget process.

CAPITAL DESIGN & IMPROVEMENTS

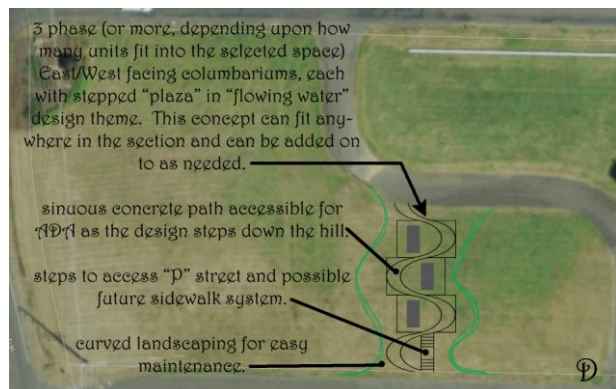
2013 Niche Wall Additions – It is estimated that niche availability in the existing niche walls will be exhausted by 2015. Design of Phase 3 was completed with the Phase 2 East & West Niche Walls and includes two additional walls using the same 3-niche by 8-niche configuration. The Board has researched the cost of installing these two additional walls. Due to changes in the niche construction industry, the walls are now constructed, shipped and installed as one unit, not in sectional pieces. At this time, the purchase cost of each wall will be approximately \$20,000 plus the cost of the installation. Concrete costs will be reduced due to this new niche unit design.

The installation will require the use of a crane which adds approximately \$2,100 to the cost of the walls. Should the City decide to install both units at the same time, the cost for the use of the crane will be a one time only charge for both units. Should the City decide to install one wall at a time over the course of a couple of years, it will incur the unit cost and an additional installation cost at later market rates.

These proposed niche units will contain 48 additional niches per face (north & south) or 96 units per wall. Construction of two additional niche walls will provide another 192 niches.

Future Niche Wall Construction in Section 7 – The Board has suggested that a future Niche area be located in Section 7, where it will be visible from 32nd Street as people drive past the Cemetery. Conceptual drawings of proposed ideas were vetted by the Board and in July of 2011 and a square, 360° unit comprised of 96 -192 niches was chosen.

The approved plan provides for erecting the 3 niche units in a “flowing water” or meandering design that will wind safely toward “P” Street providing for ADA accessibility and easy maintenance. This design will fit at any location within Section 7 and can be “phased” with units and additional pavers being added as needed. Currently the cost of each of this style of niche units is approximately \$50,000.00.



Flagpole and Entrance Sign Alterations – In order to improve the Cemetery's visibility, the Board has discussed several different options for the installation of a new flagpole and lighting near the 32nd Street entrance to the Cemetery. In conjunction with these discussions, it has been agreed that the current small, granite signage is easily missed by drivers as they travel past and that a larger, more visible sign might be optimal.

The Board acknowledges that any design decisions on these matters will need to take into account the future widening of 32nd Street before final determinations are made.

Gazebo Improvements – The Board has suggested lighting in the gazebo.

Plant & Landscaping Improvements for Section 5 & 6 – The Board has approved areas in both sections for additional landscaping. Both areas are mapped accordingly.

Improvement Suggestions from Staff:

1. Planter box improvements in original Upright Monument Area.
2. A Columbarium path and planter improvements around the walls with provisions for flowers to be planted between the walls. This will eliminate the current problem of visitors needing to walk through a dirt flower bed to place flowers at the base of the niche wall.
3. Improvements to the Message Board area at the Office and Storage building.
4. Curb and pathway improvements in Sections 2 and 3.

HISTORICAL PRESERVATION

POLICIES & REGULATIONS

WASHOUGAL MUNICIPAL CODE CHAPTER 2.44 - MEMORIAL CEMETERY

Sections:

2.44.010 Establishment of Memorial Cemetery.

2.44.020 Maintenance and improvement.

2.44.030 Cemetery board.

2.44.040 Duties of the cemetery board.

2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.

2.44.050 Sale of lots and burial permits.

2.44.056 Burial of cremains on graves.

2.44.060 Trust fund for perpetual care established.

2.44.070 Lot purchase procedure.

2.44.075 *Repealed.*

2.44.077 *Repealed.*

2.44.080 City cemetery fund.

2.44.090 Charges for lots and services.

2.44.100 Violations.

2.44.120 Multiple headstones prohibited.

2.44.123 Allowable marker sizes and guidelines.

2.44.125 Temporary markers required.

2.44.135 Marker settings.

2.44.140 Cremain memorial garden.

2.44.010 Establishment of Memorial Cemetery.

There is established the Washougal Memorial Cemetery, the site thereof to be the property purchased by the city adjoining the present IOOF Cemetery, and such other property or properties as may be hereafter acquired. (Ord. 119 § 1, 1945)

2.44.020 Maintenance and improvement.

The policy of the city council shall be to maintain the Memorial Cemetery as a public burial grounds with perpetual care and keep as permanent burial tract with grass, shrubs and trees, as shall be provided by the city council through the agency of the cemetery board. (Ord. 119 § 2, 1945)

2.44.030 Cemetery board.

There is created a cemetery board, who shall be appointed by the mayor, which board shall consist of five members plus a nonvoting council liaison; four members shall be residents of the city; and one member may be a nonresident of the city. Appointments for this board shall be ratified by the city council. Vacancies caused by resignation, removal or otherwise, shall be appointed by the mayor for the unexpired term. (Ord. 1243 § 1, 1997; Ord. Washougal Municipal Code 2.44.060 2-17 (Revised 12/11) 1169 § 1, 1995; Ord. 904 § 1, 1988; Ord. 119 § 3, 1945)

2.44.040 Duties of the cemetery board.

The duties of the cemetery board are enumerated as follows:

- (1) To provide that the city clerk, or some other party be appointed to keep records of accounts and plots registered, and books for the proper identity of the burial place;
- (2) To provide for the issuance of burial permits by the city clerk or some other person designated;
- (3) To recommend to council rules and regulations or amendments relative to cemetery operations that shall be permitted on the burial ground;
- (4) To submit annually to the city council an estimate of funds needed to carry on the cemetery prior to the time fixed by statute for the filing of the preliminary budget;
- (5) To do other matters necessary to complete performance and maintenance of the care, improvement and solemnity of the grounds. (Ord. 1105 § 1 (Exh. A), 1993; Ord. 914 § 1, 1988; Ord. 119 § 4, 1945)

2.44.045 Regulations for cemetery vases and/or containers – Grave decorations.

No glass containers are allowed. Only cut flowers are allowed on graves. Decorations other than cut flowers are prohibited and will be placed by the dumpster and disposed of after one week. Decorations other than cut flowers, including artificial flowers, will be allowed from November 1st through March 1st and one week before and after Memorial Day. No breakable decorations are allowed, e.g., terra cotta, ceramic, etc. Further, the city will not be held responsible for broken or stolen grave decorations and has the authority to remove any unauthorized decorations. (Ord. 1320 § 1 (Exh. A), 1998; Ord. 1105 § 1 (Exh. A), 1993; Ord. 922 § 1, 1988)

2.44.050 Sale of lots and burial permits.

- (1) No burial will be permitted in the cemetery grounds without the issuance of a burial permit. Burial permits will be delivered to the sexton at least 12 working hours prior to burial.
- (2) Persons owning lots in the cemetery will not be permitted to sell the lots, except to the city, for the original purchase price. The city treasurer will take one-half of the money from the cemetery operating fund and one-half of the money from the perpetual care fund to buy back such lots.
- (3) Burial permits will be issued by the city through the office of the city clerk, or other city officials as the council may direct.
- (4) Funds received from the sale of lots or burial permits will be paid to the city treasurer, who will keep a record thereof, such portion shall be deposited in the cemetery fund. (Ord. 1304 § 1, 1998; Ord. 1311 § 1, 1994; Ord. 1105 § 1 (Exh. A), 1993; Ord. 119 § 5, 1945)

2.44.056 Burial of cremains on graves.

- (1) No more than three cremains shall be buried on top of a casket, and no more than four cremains shall be buried without a casket.
- (2) Cremains to be buried prior to a casket burial shall be buried at the top of the grave where the headstone is to be located. In the case whereby the headstone has been set, the cremains shall not be buried until after the casket burial. The city will not be responsible for holding cremains. (Ord. 1320 § 1 (Exh. C), 1998)

2.44.060 Trust fund for perpetual care established.

- (1) There is established a cemetery perpetual care trust fund.
- (2) At least 50 percent of the funds received from the sale of lots shall be deposited in the cemetery perpetual care trust fund, until such time as the fund shall be of sufficient amount that the revenue received there from will provide ample funds for the perpetual care and keep of the cemetery.
- (3) It shall be the duty of the council to provide sufficient funds from taxation or otherwise to provide for the care and maintenance of the cemetery, if there is not sufficient income received from the trust fund for that purpose.
- (4) Public donations, and other funds received by the city for that purpose, shall be deposited in the cemetery cumulative fund.
- (5) The trust fund shall be kept by the city treasurer, and shall be open for public inspection, and audited by such committee as the council shall, from time to time, direct.
- (6) The trust fund shall be invested by the city treasurer only in the same type of bonds and investments as the city treasurer is authorized by law to invest or deposit general municipal funds.
- (7) The principal of the fund shall be kept intact and not diminished. The interest therefrom shall be used for the expenses of operation, and any excess may be used for capital improvements and additions to the cemetery, or if not needed for such purposes shall be added to the principal amount. 2.44.070 (Revised 12/11) 2-18 (8) The expenditure of interest from the trust fund shall be made only on claims filed with the city clerk, and approved by the city council, and vouchers drawn by the city clerk and paid by the city treasurer. (Ord. 1105 § 1 (Exh. A), 1993; Ord. 255 § 6, 1960; Ord. 119 § 6, 1945)

2.44.070 Lot purchase procedure.

Upon the payment of the proper fee for the purchase of any lot or lots in the Memorial Cemetery, the city clerk is authorized to execute and issue on behalf of the city a proper deed conveying the lot or lots, and no other signature shall be required on such deeds other than a proper acknowledgement and the corporate seal of the city. (Ord. 126 § 1, 1947)

2.44.075 Promissory note issuance to secure interment.

Repealed by Ord. 1717. (Ord. 875 § 1(1), 1987; Ord. 126 § 1, 1947)

2.44.077 Time payment purchase.

Repealed by Ord. 1717. (Ord. 888 § 1, 1987)

2.44.080 City cemetery fund.

There is established and created a fund designated "city cemetery fund." All moneys to be used in the care and maintenance of the Memorial Cemetery, other than the perpetual trust fund, shall be placed in the "city cemetery fund." There shall be separate warrants prepared and used for the withdrawal of these funds. (Ord. 149 § 1, 1949)

2.44.090 Charges for lots and services.

Charges for lots and services shall be as follows:

Service Description	Rate	Additional Information
Lot and Burial Fees:		
Adult Lot	\$800.00	
Child Lot	\$400.00	Under 5 feet
Infant Lot	\$150.00	Under 1 year
Cremain Lot	\$400.00	
Niche (Single)	\$550.00	
Niche (Double)	\$1,000.00	Discount on purchase of 2
Cremain Garden	\$500.00	Green option – inclusive rate
Upright Monument Lots	\$2,100.00	For 2 – Always sold in pairs
Adult Burial	\$600.00	
Child Burial	\$300.00	
Infant Burial	\$240.00	
Niche Burial	\$250.00	
Cremain Lot Burial	\$300.00	
Cremain Garden	See Above	
Adult Liner	\$500.00	
Child Liner		No longer provide-Funeral home to provide
Infant Liner		No longer provide-Funeral home to provide
Cremain Liner	\$200.00	
Marker Setting Fees:		
Flat Markers:		
12 x 24 or Cremain Lot	\$200.00	
12 x 24 with Vase	\$212.00	
12 x 36	\$230.00	
12 x 36 with Vase	\$242.00	
12 x 48	\$260.00	On 2 adjacent lots only
12 x 48 with Vase	\$272.00	On 2 adjacent lots only
Monument Settings:		
12 x 24	\$230.00	
12 x 24 with Vase	\$242.00	
12 x 36	\$308.00	
12 x 36 with Vase	\$320.00	
12 x 48	\$380.00	On 2 adjacent lots only
12 x 48 with Vase	\$392.00	On 2 adjacent lots only

Service Description	Rate	Additional Information
Overtime Charges:		
Saturday – Full Casket Burial	\$400.00	These charges are in addition to the regular burial fees
Saturday – Cremain Burial	\$240.00	
Sunday – Full Casket Burial	\$600.00	
Sunday – Cremain Burial	\$360.00	
Disinterment Charges:		3X cost of burial classification
Other Charges:		
Niche Inscriptions	\$150.00	

Washougal Municipal Code 2.44.123 2-19 (Revised 12/11) Upright lots that are sold in pairs, located in Section 3 of the Washougal Memorial Cemetery, shall henceforth be sold at a minimum rate of \$500.00 greater than the current fees charged for a pair of regularly priced adult lots. Disinterment fees shall henceforth be charged at triple (three times) the current rate of burial fees for the remains classification requested. (Ord. 1643 § 1 (Exh. A), 2009; Ord. 1593 § 1, 2007; Ord. 1548 § 1 (Exh. A), 2006; Ord. 1505 § 1, 2005; Ord. 1443 § 1, 2002; Ord. 1348 § 1, 1999; Ord. 1320 § 1 (Exh. F), 1998; Ord. 1231 § 1, 1997; Ord. 1205 § 1, 1996; Ord. 1143 § 1, 1994; Ord. 1134 § 1, 1994; Ord. 1105 § 1 (Exh. A), 1993; Ord. 1050 § 1, 1991; Ord. 1009 § 1, 1990; Ord. 991 § 1, 1990; Ord. 953 § 1, 1989; Ord. 882 § 1, 1987; Ord. 860 § 1, 1986; Ord. 845 § 1, 1985; Ord. 805 § 1, 1982; Ord. 772 § 1, 1981; Ord. 731 § 1, 1979; Ord. 710 § 1, 1979; Ord. 698 § 1, 1979; Ord. 604 § 1, 1976; Ord. 543 § 1, 1975; Ord. 519 § 1, 1974; Ord. 444 § 1, 1971; Ord. 119 § 10, 1945)

2.44.100 Violations.

It is unlawful:

- (1) For any person, firm or corporation to violate any of the provisions of this chapter;
- (2) To violate any of the rules and regulations adopted by the cemetery board for the beautification, maintenance and upkeep of the cemetery;
- (3) To willfully damage any tombstone, monument, or marker or to willfully destroy any cemetery property;
- (4) To permit any livestock within the cemetery grounds;
- (5) Any person violating any portion of this chapter shall be punished according to the provisions set forth in WMC 1.04.010;
- (6) To permit any pets within the cemetery grounds. (Ord. 1105 § 1 (Exh. A), 1993; Ord. 119 § 7, 1945)

2.44.120 Multiple headstones prohibited.

It is specifically prohibited to place more than one headstone on any grave in any section in the Washougal Cemetery. (Ord. 916 § 3, 1988)

2.44.123 Allowable marker sizes and guidelines.

Borderless markers are prohibited. The raw stone of a permanent flat marker may not exceed the following sizes:

*There shall be a two-inch flexibility variance due to stone cutting procedures. Markers greater than the limits and variance above will be rejected. The city will be held harmless for the costs of removal from the premises and replacement of rejected headstones. (Ord. 1320 § 1 (Exh. D), 1998)

Service Description	Rate	Additional Information
Placement Plaque		Current market price to produce plaque
Vase (Gray/Tan/Black)	\$85.00	
Vase Block	\$120.00	
Vase Set	\$12.00	
Marker Cleaning	\$36.00	
Marker Removal	\$120.00	
Sanding/Painting Vases & Housing	\$60.00	

Flat Markers*

For a Single Grave (One 4' x 10' Lot)

Maximum length 3' 0" Maximum width 1' 0"

(One 2' x 2' Cremain Lot)

Maximum length 1' 4-1/2" Maximum width 1' 0"

For a Double Grave (Two 4' x 10' Lots)

Maximum length 4' 0" Maximum width 1' 0"

(Two 2' x 2' Cremain Lots)

Maximum length 3' 0" Maximum width 1' 0"

Double Upright Monuments (Two 4' x 10' Lots)

Base Length

Minimum 3' 0" Maximum* 6' 0" *Exception: 5' 6" for Block 11, Lots 68 – 77 and Block 10, Lots 10 – 19

Base Width

Maximum 2' 0"

Overall Height

Minimum 2' 0" Maximum 5' 0" 2.44.125 (Revised 12/11) 2-20

2.44.125 Temporary markers required.

All burials must be marked by a minimum of a temporary marker at the time of interment. This shall be the sole responsibility of the funeral director involved. In the case of no funeral director, the city shall provide such marker. Temporary markers shall

include the name of the deceased, year of birth and year of death. (Ord. 1105 § 1 (Exh. A), 1993)

2.44.135 Marker settings.

No one other than a staff member of the city shall be allowed to set markers within the Washougal Memorial Cemetery with the exception of upright monuments. (Ord. 1320 § 1 (Exh. E), 1998)

2.44.140 Cremain memorial garden.

(1) Definitions.

(a) "Cremain" means the cremated remains of the deceased, also referred to as ashes, or remains.

(b) "Scatter" means that cremated remains will be buried in an opening in the ground that is prepared and covered by city staff only.

(c) "Scatter garden" means a specifically designated area within the cemetery within which uncontained cremated remains may be placed in the ground.

(d) "Biodegradable cremain urn" means a container measuring no greater than 12 inches in any dimension, designed to decompose fully within 12 months after burial in the ground. A biodegradable cremain urn must be made of only uncoated, nontoxic plant fibers or recycled cast paper. Wood and salt-based containers are not allowed.

(2) Placement.

(a) Only cremated remains may be placed in the scatter garden.

(b) Cremated remains buried in the scatter garden may be buried without a container or may be buried in a biodegradable cremain urn. Cremated remains must be delivered to the city already sealed in the biodegradable urn. The city staff will not transfer cremated remains from one container to another.

(c) Cremated remains are scattered in a common area and may be commingled with other cremated remains previously placed.

(d) Cremated remains scattered in the scatter garden will not be recoverable.

(e) The city may dispose of cremain urns/containers as it wishes unless deceased's authorized representative had made other arrangements in writing.

(f) Unless specific instructions in writing are provided, scattering will be performed by and at the discretion and convenience of the cemetery staff.

(g) A hold harmless authorization form must be completed and signed by the deceased's authorized representative and city staff before scattering will be authorized.

(3) Memorial Plaques.

(a) Only people who have purchased space in the scatter garden may have a plaque on the memorial monument. A plaque will be placed for each person laid to rest in the scatter garden.

(b) Plaques may not be removed once placed.

(c) All plaques will conform to a standard size and design approved by the Washougal cemetery board.

(d) Cemetery staff will place the plaques in a specific order. Plaques will be placed in the next available space in the order the memorial monument is being filled. Special requests for plaque placement will not be allowed except for placeholder plaques.

(4) Placement Plaques.

(a) Additional placement plaques may be purchased in order to reserve adjacent space on the memorial monument.

(b) All current ordinances regarding the purchase and sale of cemetery property apply.

(c) The cost of purchasing a placeholder plaque will be determined at the current market cost of installation on the memorial monument. (d) The purchase of a placeholder plaque is separate from the scatter garden package.

(5) Decorations.

(a) Planting of flowers, shrubs, trees or any other plant within the scatter garden will not be allowed except by city staff or those authorized by city staff.

(b) No statues, fencing, monuments or other decorations, other than cut flowers, may be placed in the scatter garden, except as noted in WMC 2.44.045. (c) Refer to WMC 2.44.045 for general cemetery decoration regulations. (Ord. 1711 § 1 (Exh. A), 2011; Ord. 1548 § 2 (Exh. B), 2006

CEMETERY OPERATIONAL POLICIES

HOURS OF OPERATION

Open Monday – Friday from 8:00 a.m. to 4:30 p.m.

The Cemetery is closed for the following Federal Holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day *
Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

We know that occasionally scheduled services can continue past our normal hours of operation. Please understand that if the service creates overtime for cemetery staff, there will be an invoice outlining the charges incurred for any overtime labor. Overtime labor during the workweek will be charged at the current staff overtime wage rates plus materials and equipment used.

Weekend overtime remains unchanged at this date. Saturday overtime charges for a full burial are \$400.00, cremains, \$240.00. Sunday & Holiday overtime charges for a full burial are \$600.00, cremains \$360.00. These charges **are in addition** to the regular burial fees.

**Memorial Day Weekend is an annual holiday in which many activities are scheduled at our cemetery over the course of the three day holiday. Due to the extensive nature of these activities and the large number of visitors and concessions, no funerals will be scheduled on these three days. Staff has no means to ensure privacy for the grieving families during a graveside service and an open grave during such activities presents considerable safety liability concerns.*

WASHOUGAL MEMORIAL CEMETERY POLICY ON PRIOR NOTICE OF A SERVICE

A minimum twelve (12) working hour's notice (**WMC 2.44.045**) shall be required when a funeral service is scheduled in the Washougal Memorial Cemetery. For example, if a request is received at 10:00 a.m. on Monday, the earliest a service could be scheduled is at 2:00 p.m. on Tuesday. This enables the cemetery crew to have sufficient time to plan and prioritize their work schedules for funeral services as well as prep the gravesite.

Summer Schedule is as follows:

April 1st – October 31st: Graveside services will be scheduled until 2:30 p.m.
Deliveries only will be accepted until 3:00 p.m.

Winter Schedule is as follows:

November 1st – March 31st: Graveside services will be scheduled until 1:30 p.m.
Deliveries only will be accepted until 2:00 p.m.

WASHOUGAL MEMORIAL CEMETERY POLICY ON ANY REQUEST OF CHANGE TO A SERVICE

Three (3) working hours notice are required for any change in a service. Examples of changes include requesting a graveside service, changing from a vault to a liner, etc. This allows cemetery staff sufficient time to plan and prioritize their work schedules for such a change.

WASHOUGAL MEMORIAL CEMETERY POLICY ON UPRIGHT MONUMENTS: SECTIONS I.O.O.F. A & B, AND SECTION 1

The following guidelines apply to upright markers in Sections IOOF A & B and Section 1.

1. A base that is set in or on the ground cannot exceed 2'-0" long. For example, a standard grave in the Washougal Memorial Cemetery is 10'-0" long: 2'-0" is designated at the head of the grave for the marker; the remaining 8'-0" is for burial. Infringement of a marker into the 8'-0" burial space is not allowed.

2. A base that is set in or on the ground cannot exceed the width of the grave. The exact measurement of a grave is 3'-0" wide with a 0'-6" buffer area on either side of each grave. Thus, the actual space allowed for one grave is 4'-0". 4'-0" is the maximum width for a marker on a single grave. 8'-0" is the maximum width for a marker on two graves. 12'-0" is the maximum width for a marker covering three graves, etc.

WASHOUGAL MEMORIAL CEMETERY MARKER SETTING POLICY

A. Marker Types

1. Upright monuments are allowed in the following sections:
 - a. IOOF A and B
 - b. 1
 - c. 3 – in designated area only
 - d. 6
2. Flat markers must be flush to ground level, insuring no obstructions for mowers or other equipment. Flat markers must be installed in the following sections, no upright markers are permitted:
 - a. 2
 - b. 3 – except in designated area
 - c. 5

B. Sizes & Dimensions are outlined in Washougal Municipal Code 2.44.123.

C. Location Pegs (For Grave Location & Marker Placement)

1. Pegs are 2" x 2" and must be found to insure the proper alignment of the marker. They are at ground level and can be difficult to find. For Sections 1, 2, 3, 5 and 6 they are on the top of each block and are 16" apart.
2. A string must be drawn from peg to peg to insure proper alignment and the top edge of the concrete must be flush with the string.
3. The pegs must be staked on the east side for measurements for Sections 1, 2, 5 and 6.
4. The pegs must be staked on the west side for measurements for Section 3.

D. Equipment Usage for Placement

1. A plywood road must be laid before trucks, trailers or motorized equipment are allowed on the grass. The minimum size of the plywood road must be $\frac{3}{4}$ " x 4' x 8'. A minimum of 4" overlap is required when laid out.
2. Usage of wheelbarrows with rubber tires and hand tools is allowed on the grass.

E. Cleaning of Area

1. All sod, dirt, and leftover concrete is to be removed from the cemetery property. No dirt is to remain on the grass or roadways.
2. If plywood is used, all grass is to be raked back to standing position.
3. The headstone is to be cleaned off and all foreign matter removed.
4. Any framing used for pouring the marker is to be removed from cemetery within seven (7) days of marker setting.

F. Quality of Finished Product

1. If the standards for installation are not met, the marker must be reset within thirty (30) days of notice.
2. If the marker sinks or the concrete cracks within one year, the stone must be reset by the original installer at his expense.

G. Charges and Fees

Large section maps of the cemetery may be obtained from City Hall at a cost of \$6.00 per map page. **(WMC 3.90.010)**

**WASHOUGAL MEMORIAL CEMETERY
POLICY ON NICHE WALL INSCRIPTIONS**

Three lines of text are allowed for niche wall inscriptions.

The last name will be inscribed on the first line, the first name and middle name or middle initial will be inscribed underneath the last name on the second line, and the years of birth and death will be inscribed on the third line. Thirteen spaces are allowed for the first name and middle name or initial. If space allows military service can be identified, with approval of the Cemetery Board, on the second line after the first name.

Lettering is **Monument Condensed Roman** and measurements are as follows:

Double Niche:

Last name: 1/14" high
First name: 1" high
Dates: 3/4" high

Single Niche:

Last name: 1" high
First name: 1" high
Dates: 3/4" high.

Only lettering as formatted will be allowed on the niche wall. No emblems, plaques or decorations of any kind will be allowed on the niche wall. This formatting will apply to all niche walls, existing and future, in the Washougal Memorial Cemetery.

WASHOUGAL MEMORIAL CEMETERY POLICY ON RESALE OF NICHE

The panels of the original Columbarium cover eight niches with four squares for inscription. The panels on the Phase II East and West niche walls cover twelve niches with six squares for inscription. When niches are purchased, buyers have the option at that time of inscribing niches.

Niches can be sold back to the city for the original price paid if the niche or niches have not been inscribed.

However, if the niche or niches have been inscribed, the following must be accomplished prior to selling the niche or transferring it to another person or persons:

The person(s) selling or transferring the niche must replace the panel, including all engraving of other names, prior to sale or transfer of the niche or niches. They will be responsible for the cost of the panel, and for re-inscribing the panel, at the current cemetery rates.

Once the panel is replaced, and all other inscriptions restored, the niche can be sold back to the city or transferred to another owner.

Example: If the niche panel in question has two double niche inscriptions and one single niche inscription, in addition to the inscription to be removed, the person(s) would be responsible for replacing the panel and for paying the inscription fee for five additional inscriptions.

NICHE WALL CREMAIN BOX DIMENSIONS

Boxes holding cremated remains for placement in the Niche Walls can be no larger than:

- 4 ½ Inches High
- 6 ¾ Inches Wide
- 8 ½ Inches Deep (long)

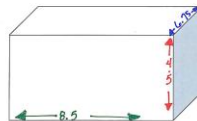
NICHE WALL CREMAIN BOX DIMENSIONS

CAN BE NO LARGER THAN:

4 ½ inches High

6 ¾ inches Wide

8 ½ inches Deep (Long)



WASHOUGAL MEMORIAL CEMETERY CREMAIN MEMORIAL GARDEN POLICIES - BURIALS

A "cremain garden" is a special area set aside in the cemetery in which uncontained cremated remains may be placed in the ground.

Authorized Representative(s) must certify and represent that the cremated remains delivered to the Cemetery are those of the named deceased and that the Authorized Representative(s) has the legal right to control disposition of the cremated remains of the deceased. Authorized Representative(s) must authorize the Cemetery to make disposition of the cremated remains of the deceased by scattering in a common scattering garden named the Cremain Memorial Garden in Section Four at the Washougal Memorial Cemetery.

Scattering includes disposition of the cremated remains within the Cemetery in the designated Cremain Memorial Garden. The cremated remains will be buried in an opening in the ground that is prepared and covered by City staff only. The Authorized Representative(s) must acknowledge that once the cremated remains of the deceased are buried they are not recoverable.

Authorized Representative(s) must acknowledge and expressly authorize that with scattering being performed in a common area, particles of cremated remains of the deceased may be co-mingled with particles of other cremated remains which have been previously scattered, and subsequently will be scattered in said common area.

Biodegradable urns are now permitted in the Cremain Memorial Garden as of September of 2011. The container must be no greater than 12 inches in any dimension; must be designed to decompose fully within a 12 month period once buried; and must be made of uncoated, non-toxic plant fibers or cast paper. No wood, metal, or salt based containers will be permitted. No plastic components will be permitted.

Unless otherwise specifically provided herein, or directed by the Authorized Representative(s), the Cemetery reserves the right to make disposition of the container that held the cremated remains of the deceased, once scattering of the cremated remains has been performed.

If specific instructions are not provided, scattering will be performed by and at the discretion and convenience of the cemetery staff.

The obligation of the Cemetery shall be limited to the disposition of the cremated remains of the deceased as directed. The Authorized Representative(s) must agree to release from liability and hold the Cemetery, its affiliates and their agents, employees, and assigns harmless from any and all loss, damages, liability or causes of action (including attorney fees and litigation expenses) in connection with the disposition of the cremated remains of the deceased as authorized herein or with respect to the identification of the cremated remains of the deceased as being those of the deceased.

WASHOUGAL MEMORIAL CEMETERY CREMAIN MEMORIAL GARDEN POLICIES – PLACEMENT PLAQUES

In order to allow loved ones' names to be placed adjacent to one another on the scatter garden memorial stone, the City of Washougal will allow for the purchase (at current market cost through the City's plaque vendor) of placeholder plaques to be placed at the time the loved one's plaque is placed.

At the time the person for whom space is being held is interred, a new name plaque will need to be purchased (this is part of the burial package cost). There will be no credit for the placeholder plaque toward the new name plaque. The family may choose to either keep the placeholder plaque once it is no longer in use, or let the Washougal Memorial Cemetery retain it.

All placeholder plaques will conform to a standard size and design approved by the Washougal Cemetery Board.

Name plaques in the Cremain Memorial Garden may not be removed once placed.

Each plaque will be a lasting memorial to those placed within the garden.

A plaque will be placed for each person laid to rest in the garden, as it is included in the package price for placement.

Only people who have purchased space in the scatter garden may have a plaque placed on the memorial wall.

All plaques will conform to a standard size and design approved by the Washougal Cemetery Board.

No symbols, emblems or sentiments will be added to plaques.

Each plaque will include the first and last names and middle initial (*or name if space allows*) of the deceased and the years of birth and death.

Cemetery staff will place the plaques in a specific order. Plaques will be placed in the next available space in the order the memorial wall is being filled. Special requests for plaque location will not be entertained.

WASHOUGAL MEMORIAL CEMETERY POLICY ON RECOGNITION (OR MEMORIAL) PLAQUES AND STATUES

No freestanding, decorative statues will be allowed in the Washougal Memorial Cemetery unless the proposed work is located in one of the two Upright Monument Areas and is incorporated as a part of the design of the headstone.

Plaques can be placed only on approved donations in designated areas. Plaques and donations must comply with the general cemetery plan.

Placement of plaques shall be pre-approved by the Cemetery Board.

WASHOUGAL MEMORIAL CEMETERY POLICY ON FLAG SERVICE PROVIDED THROUGH THE GENEROSITY OF THE WASHOUGAL CEMETERY BOARD

The Washougal Cemetery Board, for many years, has provided a “flag service” during funerals. Flags are flown in the closest “pins” or holders to the location of the graveside service. These flags are placed out only in the event of clement weather. The flags put out at the graveside service are:

The American Flag

The Washington State Flag

The Washougal City Flag

The Branch of Service (*if applicable*)

The State Flag of the Deceased’s Origin (*birthplace*)

Time and weather permitting, the Board will also put flags out near the Veteran’s Memorial Stone, located in the center of the northernmost area of Section 3 on the following Holidays:

MAY: MEMORIAL DAY

JUNE: FLAG DAY

JULY: 4TH OF JULY