

VILLAGE OF
NORTH HUDSON
Wisconsin

Memorial Bench Program



400 Seventh Street North Hudson WI 54016
(715) 386-5141 <https://northhudsonwi.gov>

Create a lasting tribute in our parks through the Village of North Hudson's Memorial Bench Program.

This program offers a meaningful way to honor a loved one, celebrate a life, or recognize a meaningful contribution to our community. Your memorial bench becomes part of a shared public space - providing a place for rest, reflection, and enjoyment for years to come.



COST

- Cost per bench: \$1,445 (excluding plaque cost)

WHAT'S INCLUDED

- A durable six-foot memorial bench, like the one pictured, placed in an approved park location
- Professional installation coordinated by the Village
- A lasting tribute enjoyed by the community

PLAQUES

- You may choose to include personalized custom-engraved metal plaque on the bench, like the one pictured
- Wording must be approved by the Village to ensure consistency and appropriateness
- Plaques costs are the responsibility of the donor

AVAILABLE PARK LOCATIONS

- Ferry Landing
- Woodcrest
- Glen Oaks
- Chief Jansen Memorial
- Deer Run
- Jenson Memorial
- Have another location in mind - we'll do our best to accommodate when possible, but it is not guaranteed

THINGS TO KNOW

- Bench installations typically take place throughout the summer as requests are received
- Benches generally remain in place for a period of at least 10 years
- Benches become Village property after installation
- The Village maintains the right to relocate or remove benches if necessary

MEMORIAL BENCH APPLICATION

APPLICANT INFORMATION

First name	Last name		
Street address	City	State	Zip
Phone number	Email		

REQUESTED LOCATION (include map)

SIGNIFICANCE OF MEMORIAL TO THE VILLAGE

PLAQUE

Will you be purchasing a plaque? YES NO

If applicable, plaque text

OFFICE USE ONLY: VILLAGE REVIEW AND APPROVALS

Name	Approval	Date	Comments

PROGRAM POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for the placement and maintenance of memorials on public property owned or controlled by the Village of North Hudson. These guidelines are intended to preserve and enhance the appearance of Village parks, parkways, recreational facilities, and conservancy areas. This policy applies to all grounds, structures, and watercourses that are, or may be, located within any area dedicated to public use, such as a park, parkway, recreational facility, walking trail, or conservancy area within the Village of North Hudson.
- 1.2 Memorials shall be limited to a person, group, organization, or event that is significant to or has a meaningful connection with the Village of North Hudson community and is not currently memorialized. Applications for memorials must be submitted to the Village Administrator. Any proposed memorial that includes a plaque must meet specific wording criteria approved by the Village.

2. ELIGIBILITY

- 2.1 Proponents of memorials are responsible for all costs.
- 2.2 Applicants requesting a memorial outside of park property will need to work with the Plan Commission. The Village Board will make the final decision after review and recommendations from the Plan Commission.

3. OWNERSHIP, INSTALLATION, MAINTENANCE, AND REMOVAL OF MEMORIALS

- 3.1 Memorials shall be owned by the Village; however, all associated costs shall be the responsibility of the donor. Donated items that become damaged, vandalized, or are no longer repairable will be removed. If a memorial is removed, the Village will make reasonable efforts to notify the donor by letter.
- 3.2 Memorials are generally expected to remain at the designated site for a minimum of ten (10) years from the date of installation; however, the Village reserves the right to remove a memorial prior to that time. Situations in which a memorial may be removed include, but are not limited to:
 - a. The area in which the memorial is located is scheduled for redevelopment; or
 - b. The character or use of the area changes significantly, and the memorial is no longer deemed suitable for the site.

4. APPLICATION PROCEDURES

- 4.1 Written applications for all memorials should be submitted to: Village Administrator, 400 7th Street N., Hudson, WI 54016
- 4.2 Proposals for memorials will be reviewed and approved by the Village Administrator and the Public Works Director.
- 4.3 Applications for memorials must include the following information:
 - a. If the memorial location is within a park, select from the approved locations listed on the Park Memorial information page
 - b. If the memorial location is outside of a park, provide the proposed location, including a site plan drawing
 - c. The text of any plaque or engraving

- d. A brief description explaining the significance or connection to the Village of North Hudson community of the person, group, organization, or event being commemorated.
- e. If approved, payment will need to be made prior to the ordering and installation taking place.

5. POLICY REVIEW

5.1 This policy replaces all previous policies, guidelines, and approval procedures related to the installation and maintenance of memorials on property owned or controlled by the Village of North Hudson. The existence of a memorial does not establish a precedent for future approvals. The Village may revise this policy as deemed necessary by Village staff, the Park Board, or the Board of Trustees.