

Section Title - 8060

Accreditation Standard #:

Subject: Public Requests for Modification to the City Cemetery		Parks and Facilities
Creation Date: 11/23/2018	Last Approved Revision:	Authority: Departmental

A. Purpose

Occasionally, the South Bend Board of Park Commissioners or the South Bend Venues Parks & Arts Department will be approached by the public or by organizations with requests regarding modifications to the City Cemetery property or operations. To assist the Board by providing recommendations on how to answer such requests a Cemetery Review Team may be utilized.

B. Policy

C -1 Requests from any individual or organization to modify private burial plots in any fashion must be able to demonstrate ownership or documented permission from the affected plot or plots' owners to be considered.

C-2 Requests to the South Bend Board of Park Commissioners from the public or from organizations regarding suggested modifications to the property or grounds of the City Cemetery may be sent to the Cemetery Review Team for review and recommendation.

C-3 The Cemetery Review Team has no responsibility or authority except to provide advice to the South Bend Board of Commissioners regarding specific individual requests by the public or organizations regarding suggested modifications to the City Cemetery.

C. Procedure and Responsibility

D-1 The Cemetery Review Team will consist of between four and seven volunteer members. The Review Team will be formed at the beginning of each year. Members will be replaced as necessary throughout the year to maintain the balance as described below.

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- D-2 The Cemetery Review Team will include one member from each of the following:
- St. Joseph County Historical Preservation Commission
 - South Bend Venues Parks & Arts, Facilities & Grounds
 - City of South Bend, Department of Community Investment
 - Citizen Expert – from any of the interested community service organizations that are involved in the City Cemetery (DAR, Questers, etc.)
- D-3 Additional members of the Cemetery Review Team may come from the South Bend Common Council, the South Bend Venues Parks & Arts Foundation and from additional interested citizen expert organizations
- D-4 Requests deferred to the Cemetery Review Team for advice will be responded to by the Cemetery Review Team with a consensus recommendation in writing to the South Bend Board of Park Commissions, usually within two weeks of having received the request from the Board.