

ORDINANCE NO. 2025-41

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CITY CODE OF ORDINANCES, CHAPTER 15, ARTICLE 15.01, TO REFLECT VARIOUS UPDATES TO LANGUAGE AND ADD PROVISIONS FOR THE OPERATION OF A COLUMBARIUM; REPEALING CONFLICTING PROVISIONS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas, a Home Rule municipality incorporated and operating under the Laws of the State of Texas, is the permanent trustee for the perpetual care of lots and graves in the Fairview Cemetery; and

WHEREAS, the City of Bastrop has the authority to adopt rules and regulations governing the operations of the cemetery; and

WHEREAS, the Fairview Cemetery Advisory Board met on December 3, 2024, and January 15, 2025, to evaluate and consider whether to recommend that City Council amend the Cemetery Ordinance to reflect various updates to language and add provisions for the operation of a Columbarium; and

WHEREAS, the Fairview Cemetery Advisory Board made a motion to amend and update the Cemetery ordinance; and

WHEREAS, the Bastrop City Council has determined that the changes recommended by the Fairview Cemetery Advisory Board on January 15, 2025, are in the best interest of the City and its citizens and should be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:

Section 1: That Chapter 15 of the Code of Ordinance, entitled Cemeteries Article 15.01 "Fairview Cemetery", shall be amended to reflect updates to the definition of available interment spaces, inscription standards, and to add Section 15.01.16 – Curbing Standards.

Section 2: If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 3: This Ordinance shall take effect upon the date of final passage noted below in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ AND APPROVED on First Reading on the 8th day of **April 2025**.

READ AND ADOPTED on Second Reading on the 22nd day of **April 2025**.

APPROVED:



John Kirkland, Mayor Pro-Tem

ATTEST:



Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:



City Attorney



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Chapter 15 - CEMETERIES

ARTICLE 15.01 - FAIRVIEW CEMETERY

Sec. 15.01.001 - Definitions.

In this article:

Burial site. A space of ground that is in a cemetery and that is used or intended to be used for interment in the ground.

Cemetery. A place that is used or intended to be used for interment, and includes a graveyard, burial park, or mausoleum.

Columbarium. A structure at the cemetery with niches for the placement of funeral urns.

Cremated remains. The bone fragments remaining after the cremation process, which may include the residue of any foreign materials that were cremated with the human remains.

Funeral establishment. A place of business used in the care and preparation for interment or transportation of human remains, or any place where one or more persons, either as sole owner, in co-partnership, or through corporate status, are engaged or represent themselves to be in the business of embalming or funeral directing.

Grave. A space of ground that is in a burial park and that is used or intended to be used for interment in the ground.

Interment. The permanent disposition of remains by entombment, burial, or placement in a niche.

Niche. A space in a columbarium intended for the placement of a cremains of one person. Each niche can accommodate two (2) urns.

Perpetual care. The maintenance, repair, and care of all places in the cemetery.

Perpetual care cemetery. A cemetery for the benefit of which a perpetual care trust fund is established.

Space. A space in a cemetery owned by an individual or organization that is used or intended to be used for interment, including a grave or adjoining graves.

Sec. 15.01.002 - City as permanent trustee for perpetual care and creation of cemetery advisory board.

- (a) The city as owner and operator of Fairview Cemetery is hereby authorized to act as a permanent trustee for the perpetual care and upkeep of spaces and graves in the cemetery and shall accept such trust as provided in this article.
- (b) *Cemetery advisory board.*
 - (1) The advisory board members shall be appointed by the mayor and confirmed by the council, for terms of three (3) years. Each seat on will be assigned a "place." Advisory board members' terms of service shall be "staggered," so that the entire membership of the advisory board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the advisory board membership is divided into thirds. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-third (1/3) of the places will draw for one-year terms, one-third (1/3) of the places will draw for two-year terms, and the remaining one-third (1/3) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.
 - (2) In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.

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- (3) The members of the advisory board shall reside within the city's extraterritorial jurisdiction and/or the city.
- (4) The role of the advisory board shall be to recommend rules to the City Council, as are necessary, concerning the use, care, control, management, restriction, and protection of the Fairview Cemetery. Any matter relating to the Fairview Cemetery shall be referred to the Fairview Cemetery Advisory Board for their consideration and recommendation before the action is taken by the City Council, however, the advisory board's role shall be advisory only.

(Ord. No. 2009-31, 10-27-09; Ord. No. 2012-13, pt. 4(C), 6-26-12; Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.003 - Adoption and enforcement of rules and regulations to establish perpetual care cemetery and protect and care for graves.

- (a) The city shall adopt and provide for the enforcement of such reasonable rules and regulations as may be necessary to establish, maintain, and oversee the Fairview Cemetery as a perpetual care cemetery, to protect the graves of those who are interred in the cemetery, and to maintain the beautification of the cemetery under uniform conditions. Perpetual care shall herein mean a cemetery for the benefit of which is created a perpetual care trust fund established pursuant to state law for the maintenance, repair and care of all spaces and graves in the cemetery including, but not limited to road maintenance, mowing, edging, pruning, landscape construction, pest control, security, and all other maintenance activities that are deemed necessary to the care, protection, and preservation of the cemetery.
- (b) The city is hereby empowered to enforce all rules and regulations, to exclude from cemetery property any violator and shall have charge and supervision of the grounds, buildings, persons on cemetery property, funerals, traffic, employees, space owners and invitees.

Sec. 15.01.004 - Purpose; applicability; force and effect.

For the mutual benefit and protection of space purchasers in the Fairview Cemetery, the rules and regulations in this article are hereby adopted, approved and enacted by the City Council. These rules and regulations, as may from time to time be amended, shall be applicable to all space owners, visitors, tradesmen, contractors, employees, and agents of the same. Reference to these rules and regulations in any letter, memorandum, contract, deed, certificate of ownership, or other instrument shall have the same force and effect as if fully set forth therein.

Sec. 15.01.005 - Renunciation of trust by city; successor.

If the city shall hereafter renounce the trust it accepts pursuant to this article or if the city fails or refuses to act as a permanent trustee for the cemetery, then the county judge shall appoint a suitable successor to the city which shall faithfully execute the trust as provided herein.

Sec. 15.01.006 - Funds accepted in trust for care and upkeep.

The city will not accept funds in trust for the care of individual spaces or graves, other than as a portion of the total cost of a space which shall be used by the city for the general care and maintenance of all graves in the cemetery. The city will accept donations, gifts, or grants for the upkeep or enhancement of the entire Fairview Cemetery.

Sec. 15.01.007 - Power and authority to invest funds.

The city is hereby invested with the power, authority, and duty to invest and reinvest all funds advanced to or otherwise provided to it for the purposes set forth in this article in interest bearing bonds and securities and other institutions as are authorized under the laws of the state.

Sec. 15.01.008 - Management.

- (a) The City Manager shall be responsible for overseeing and supervising the maintenance, care and operation of the Fairview Cemetery as a perpetual care cemetery, but may in his discretion, appoint or hire employees or contractors or agents to carry out the duties mandated herein.

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- (b) The Chief Financial Officer, his/her designee, shall be responsible for the day-to-day operation of the Fairview Cemetery, including the sale of spaces, the filing of deeds in the county clerk's office, providing notification and permits for interment, and for all record-keeping associated therewith.
- (c) Cemetery care, oversight and supervision by the city does not include the purchase, erection, repair, leveling or replacement of monuments, headstones, markers or any other item on a grave site.
- (d) The city shall take reasonable care to protect the burial rights of space owners, but specifically disclaims any and all responsibility for loss or damage caused by third parties or other events, including but not limited to vandals, unavoidable accidents, malicious mischief, and acts of nature, and the failure of a party to satisfy contractual obligations regardless of whether the loss or damage is direct or collateral or to person or property.
- (e) All funerals within the Fairview Cemetery property shall be scheduled and coordinated through the Finance department.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.009 - Hours of operation.

Visitation at the Fairview Cemetery is permitted from sunrise to sunset seven (7) days a week. Burials, on receipt of an interment permit, shall be permitted from 9:00 a.m. to 4:00 p.m. Monday—Friday, except in the case of special circumstances and on a case-by-case basis the City Manager, or his/her designee, may permit interment at other times. No interment is permitted on state, federal or city holidays. In the event the City Manager or his designee permits a burial to occur outside of the cemetery's regular hours, the individual requesting the burial may be responsible for paying any and all associated costs, including but not limited to the payment of overtime costs of city employees. All construction, maintenance or digging of a grave shall cease during a funeral service unless authorized by the finance department in advance.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.010 - Recordkeeping.

- (a) The city shall maintain permanent cemetery records, which shall be the official records regarding the purchase and ownership of deeds in the Fairview Cemetery. These records shall contain:
 - (1) The name, address, telephone number, and email address of each person purchasing a grave site.
 - (2) The purchased burial site identified by section, row, lot and block (as applicable).
 - (3) Notification, in writing, of the individual who is to be buried in the space, if different from the purchaser.
 - (4) Proof of receipt of a copy of this article by the purchaser.
 - (5) Evidence of deed transfers between individuals, when applicable.
- (b) It shall be the responsibility of every purchaser of a space in the Fairview Cemetery to keep the city fully informed of his/her current mailing address. Notice required pursuant to the provisions of this article shall be deemed sufficient if sent to the most recent mailing address in the city's records.
- (c) It shall be the responsibility of every purchaser of a space in the Fairview Cemetery to immediately inform the city, in writing, if the individual to be interred in the grave site changes from the initial designation or if there is a transfer in ownership of the grave site.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.011 - Previously purchased cemetery spaces in the Fairview Cemetery.

The city will honor all prior sales of cemetery spaces in the Fairview Cemetery by the Fairview Cemetery Association or Bastrop Cemetery Association upon proof of prior purchase and payment in full.

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If proof of purchase is not available, the city will accept an affidavit of ownership which shall be signed and notarized.

Sec. 15.01.012 - Sale of cemetery spaces; generally.

- (a) *No discrimination.* The city shall not discriminate in the sale, location or availability of cemetery lots which shall be available on a "first come, first serve" basis. The city, however, reserves the right to sell lots in the sections of the cemetery that are currently open and available for purchase.
- (b) *Warranty deed/payment in full.* Grave sites in the Fairview Cemetery shall be conveyed to a purchaser by warranty deed, identified by section, row, block and lot, for the purpose of the burial of human remains only. Every purchaser of a lot shall be required to complete an application and pay the city for the cost of the grave site and the recordation of the deed in the county clerk's office. Deeds may be delivered to a purchaser only upon full payment of the purchase price, which must be paid prior to interment.
- (c) *Cost.* The cost of a cemetery space shall be as set forth in the fee schedule in appendix "A" of the city code. The purchaser shall also be required to pay the cost to the city for filing the cemetery deed with the county clerk's office. The city and the county clerk's office reserve the right to change the above referenced fees at any time at their discretion.
- (d) *Maximum number of cemetery spaces.* A maximum of eight (8) cemetery spaces shall be available for purchase at any one (1) time by the same individual. However, the maximum number of spaces for purchase may be increased above eight (8) at the discretion of the City Manager, or his/her designee, should specific circumstances indicate that additional spaces are required.
- (e) *Receipt of article.* Every person who purchases a cemetery space shall acknowledge in writing, which writing shall be maintained by the city, that they have received a copy of this cemetery article and they (and any heirs, assigns, or successors) will abide by the provisions established herein.
- (f) *Sale to individuals only.* Cemetery spaces in the Fairview Cemetery may be purchased by individuals only and not by a business or entity for the purpose of resale, except in the case of an entity involved specifically in the business of burial services, as a representative of an individual to be buried, or the deceased's family.
- (g) *Interments.* One (1) cemetery grave plot is approximately 5' x 11', unless otherwise designated. Interment allowed in a single grave space shall be:
 - (1) One person's bodily remains;
 - (2) Two people's bodily remains stacked vertically only if lower coffin is equipped with a concrete liner;
 - (3) One person's bodily remains and one person's cremated remains;
 - (4) Two (2) people's cremated remains; or
 - (5) At the discretion of the City Manager.

(h) Columbarium niches are 8" x 8" or 12" x 12". The maximum number of placements per columbarium niche is two (2) cremations.

The remains of a cremated animal may be buried within the same container as the human remains at the time of the interment, and only in any of the above listed circumstances. The remains of noncremated animals may not be buried in the Fairview Cemetery.

- (h) *Correction of errors.* The city shall have the right to correct errors in interment, disinterment, removal or in the description, transfer or conveyance of interment property, either by cancellation and conveyance of interment property of equal value and location selected by the city, or in the sole discretion of the city, by refunding all sums paid on account of the purchase. If an error involves the interment of remains, the city shall have the right to remove the remains to another site of equal value and similar location as may be practicable and shall convey ownership to the new site.

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- (i) *Delay due to protest.* The city shall not be liable for a delay in interment when a protest to interment has been made or when the rules and regulations of the city have not been met. The city reserves the right under such circumstances to delay the burial or refuse to permit the burial until the protest is resolved. The city shall have no duty to recognize any protest of interment unless filed with the city in writing or upon order of a court of competent jurisdiction.
- (j) *Pauper gravesites.* Pauper gravesites for indigents shall be available by permit only at the sole discretion of the City Manager. Conformation of the indigent status of the individual must be proven along with the indigent's last known address. Burial sites for indigents who resided in the city limits will be provided at no cost and a marker identifying the indigent's gravesite shall be installed. The interment of indigents who resided outside the city limits shall be at the city's discretion and, if allowed, shall be buried at the expense of the party requesting the burial, which includes purchase of the space, a filing fee, a marker, permit fee, and a grave preparation fee

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.013 - Opening or reopening of graves; interment permit required.

- (a) *Permit required.* New graves in the Fairview Cemetery shall be opened only under the direct supervision of the city, and upon receipt of an interment permit. A permit for interment will be issued only if proper certificates, as required by state law, have been provided, along with the name of the deceased, the name and address of the purchaser, the exact location of the space, burial details, and payment information. Whenever possible, a person seeking a permit for interment shall provide the city with a copy of an official report of death, certificate of death, or original death record for the state. The city shall use their best efforts to promptly issue requests for interment permits and shall when possible process issue permits within twenty-four (24) hours of receiving all necessary information. A person or entity desiring to dig a grave in the Fairview Cemetery shall file with the finance department a certificate of liability insurance, with the city as an additional insured, in the minimum amount of \$500,000.00, which sum may be used to pay for any damages occurring to person or property in the process of digging the grave. The certificate may be held by the city for application to future burials.
- (b) *Reopening of graves or niches.* Reopening a grave or niche for the purpose of **interring** a second decedent, whether the decedent is cremated or intact, shall require an interment permit from the city under the same regulations set forth in subsection (a) and the payment of a reopening fee.
- (c) *Payment in full.* No permit will be issued for the opening or reopening of a space until payment for the **space** is received in full.
- (d) *Twenty-four-hour notice.* The city prefers a minimum of twenty-four (24) hours' notice prior to interment to issue the interment permit and identify the interment site for opening and interment by a licensed or approved contractor.
- (e) *Information and location of space.* The city shall not be liable for the information provided by a permit applicant and listed on the interment permit, including the identity of the person for whom interment is sought or errors in the location of a burial site.
- (f) *Grave depth.* Grave depth shall be in compliance with state law.
- (g) *Grave backfilling.* All graves shall be backfilled and force settled by hydraulics or mechanical means to the satisfaction of the city.
- (h) *Grade level.* All graves shall be maintained at the same level as the surface of the ground surrounding the space. Under no circumstances, shall a grave mound be permitted to remain after a grave has settled.
- (i) *Hand digging.* The hand/shovel excavation of a grave is prohibited in the Fairview Cemetery, except for cremation sites with an interment permit. This prohibition may be waived at the sole discretion of the City Manager, or his/her designee, should extenuating circumstances arise.

(j) Cremation Costs and Responsibility. The costs of cremation, including urns, are not covered by any fee or fees paid to the City of Bastrop or Fairview Cemetery. The representative or family of the deceased

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Persons shall be responsible for the cremation in accordance with the laws of the State of Texas and for the payment of costs in connection therewith.

(Ord. No. 2009-31, 10-27-09; Ord. No. 2010-27, pt. 1, § 15.13, 10-26-10; Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.014 - Right of first refusal.

No sale, transfer or assignment of title of any space in the Fairview Cemetery shall be valid without the written consent of the city. All cemetery deeds for spaces sold by the city in the cemetery shall provide the city with the "right of first refusal" which permits the city to repurchase the space in the event the owner of a burial site wishes to divest his/her interest. The space may be repurchased by the city in the amount the space was originally sold to the owner. If no records exist to evident the original price paid, the city may repurchase the space for the percent to be determined of the current existing space price.

Sec. 15.01.015 - Prohibited activities.

- (a) The placement of objects which are deemed hazardous, or injurious, to the environment, public, or city employees (i.e. glass objects; loose, sharp, pointed/jagged or metal wire objects etc.) is prohibited in Fairview Cemetery.
- (b) Glass vases are prohibited in the cemetery.
- (c) Curbing is permitted in all areas of the Fairview Cemetery after the obtainment of the required construction permit from the city through an application to the finance department and shall comply with all city and cemetery construction rules, specifications and requirements.
- (d) No party shall enlarge, reduce, re-plat or change the boundaries or grade of the cemetery or the location of any roads, drives, walks, parkways, or gardens, which shall be the exclusive right of the city. All grading, landscaping, planting, trimming, and cutting of trees and other vegetation shall be the sole responsibility of the city.
- (e) The drinking of alcoholic beverages in the Fairview Cemetery is strictly prohibited.
- (f) No dogs are permitted in the Fairview Cemetery, with the exception of service dogs.
- (g) No advertising of any type is permitted in the Fairview Cemetery, including the posting of signs advertising the sale of private burial spaces, funeral homes, or grave digging services.
- (h) Construction or reconstruction, including, but not limited to fencing, trellises, coping, or other enclosures, whether of vegetation or other matter, is prohibited around any space within the Fairview Cemetery, except, however, as of the effective date of this article, nonconforming, permanently installed fencing, coping, trellises or enclosures of any kind may remain "as is." In the event the nonconforming improvement is removed or damaged, the improvement will be removed without a replacement permitted. This section shall not apply to fencing or other improvement that, at the discretion of the City Council, is historical in nature and replacement or repairs can be made safe and in a manner that preserves the original historical design or integrity of the grave site.

Sec. 15.01.016. – Curbing Standards.

Curbing shall be allowed in any section of city-owned cemeteries after a written permit is obtained from the public works department with following requirements:

- (1) Permitted curbing must be placed within the property pins of the property owner; an inspection must be requested prior to placement of concrete; property pins shall not be disturbed.
- (2) Such permitted curbing must be constructed with a flat surface at the ground level of existing and surrounding natural contour areas.
- (3) Permitted curbing shall be constructed in a rectangle style with:
 - a. A minimum of five sack concrete, six inches wide at the top and bottom;

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- b. One foot deep;
- c. Two each# 3, three-eighths-inch steel rebar with one rebar being three inches from the bottom and one rebar being two inches from the top surface of the curb with both horizontal rebar being suspended with sufficient #3 rebar vertical bars as to not allow sagging and securely driven into the soil at least one foot deep.
- (4) All costs associated with the placement, maintenance and repairs shall be the responsibility of the owner.
- (5) The City of Bastrop shall not be responsible for any damages to the curb associated with grave openings and/or closings or any other cause.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.017 - Monument, memorial or tombstones; construction permit required.

- (a) *Permit required.* Any person desiring to erect a monument, memorial, tombstone or other marker in the Fairview Cemetery shall obtain a written permit from the city through an application to the finance department and shall comply with all city and cemetery construction rules, specifications, and requirements.
- (b) *Certificate of insurance.* Prior to the issuance of a permit by the city for the purposes of erecting a monument, tombstone or other marker or memorial in the Fairview Cemetery, the applicant shall file with the finance department a certificate of insurance with the city listed as an additional insured as stipulated in section 15.01.013(a). This insurance coverage shall be for the repair or replacement of cemetery property, if necessary, caused by a contractor, which repair and replacement shall be the sole responsibility of the individual performing the work.
- (c) *Performance.* Concrete or other material used on a cemetery space to build a monument, marker, memorial or tombstone shall be mixed and prepared in the streets of the Fairview Cemetery only and not on grass, dirt or other areas. The person performing such work shall, upon completion, immediately remove all sand, gravel, tools and other equipment from the cemetery and shall leave the cemetery property in the same or better condition as it was prior to performance of the work, including removing all trash or other litter.
- (d) *Standards.* Permanent bronze, granite or marble monuments, markers, memorials or tombstones may be constructed at a grave site, however, the city shall have the right to refuse the placing of any item at a grave site if it is found that the memorial is not in compliance with this article or that the workmanship or foundation does not satisfy generally accepted standards in this area.
- (e) *Height restrictions.* Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be six (6) feet in height or less, unless otherwise approved by the City Manager.

(f) *Inscription on Niche Faceplate.* The price of engraving of the faceplate is not included in the purchase of the niche. Fairview Cemetery will facilitate suitable engraving of the niche faceplate at the time of interment. Payment of the current price for engraving will be due prior to ordering the final faceplate and prior to interment. From the time of interment until the return of the engraved faceplate, a temporary faceplate, uniform in size and engraving style with existing nameplates will be affixed to the niche.

The text of each interred person's name to be inscribed shall be defined by the representative or family of the deceased, the exact terms of which shall govern both the name used, and the _____ typeface such that each faceplate shall be prepared uniformly in the size and style determined by the Advisory Board, limited to the name of the deceased, as space permits, as well as the dates of birth and death as in these examples:

First Name Middle Name (or initial) Last Name Date of Birth Date of Death

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John David Doe
January 1, 1950
April 26, 2019

No other inscriptions will be permitted.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.017 - Placement of objects in the Fairview Cemetery.

- (a) Flowers, potted plants, wreaths, baskets, floral pieces, funeral designs, decorations, and sentimental objects are permitted to be placed on gravesites. The city shall have the right to remove and dispose of, in its sole discretion, any item(s) placed on a grave site that have become withered, deteriorated, hazardous, or an obstruction to maintenance. In no event shall the city be responsible for locating and returning items to the original owner. Further, the city shall not be responsible for the upkeep or protection of items placed in the cemetery.
- (b) Gravel, rock, or mulch placed upon any grave, require a commercial grade weed control liner, and must be surrounded and contained by a continuous curbing or border that prevents the movement of the materials beyond the gravesite. Gravesites that are covered with such materials must be maintained by the property owner or heirs. If not maintained, the city reserves the right to remove the covering.

(c) Nothing may be attached or affixed to the niches in the columbarium. Small bouquets of flowers may be placed at the base of the columbarium on days that are special to your family. No artificial flowers or non-floral items may be placed on or below the columbarium, and our staff will remove memorials after approximately one week. Vases or containers left at the columbarium will not be returned when removed. All decorations are subject to removal if another service is planned.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.018 - Planting in the Fairview Cemetery.

- (a) Shrubs, grass, flowers or other vegetation may be planted and shall be permitted to remain, unless the visible vegetation and/or roots become dangerous to adjacent spaces, walkways or streets, grows beyond a four-foot height restriction and/or space boundaries, or becomes unsightly or inconvenient for other visitors. In such event, the city may remove the planting in its sole discretion.
- (b) Potentially hazardous or invasive species of plants, such as bamboo are prohibited.
- (c) Any diseased, infected, or dead trees or shrubbery may be immediately removed by the city.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.019 - Grave site beautification by relations of deceased.

None of the rights, powers and duties provided for in this article shall deprive any person having any interest in a grave or space from beautifying or caring for the grave or space, individually, at his own expense, under the rules and regulations stated herein.

(Ord. No. [2017-02](#), pt. 1, 1-24-17)

Sec. 15.01.020 - Property rights of space owners.

- (a) *Interment rights.* Interment rights of space owners shall be as follows:

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- (1) A space in which the exclusive right of burial is conveyed is presumed to be the separate property of the person named as grantee in the instrument of conveyance filed with the county clerk's office.
 - (2) The spouse of a person to whom the exclusive right of burial in a space is conveyed has a vested right of interment in the space while the spouse is married to the space owner.
 - (3) A spouse's vested right of interment survives and is not divested by an attempted conveyance of the grave site without the joinder or written, attached consent of the spouse.
- (b) *Termination of vested right.* A spouse's vested right of interment is terminated:
- (1) On the final decree of divorce between the space owner and the owner's spouse unless the divorce decree provides otherwise; or
 - (2) When the remains of the person having the vested right are interred elsewhere.
- (c) *Other burial rights.* Unless a deceased space owner has made a specific disposition of a space by express reference in the owner's will or by a written declaration filed with the city, a grave shall be reserved for the surviving spouse of the space owner first, and then space owner's children, in order of need.
- (d) *Waiver.* A surviving spouse or child of a deceased space owner may waive, in writing, his/her right of interment in a grave site in favor of a relative up to the third degree of sanguinity of the owner or the owner's spouse. The person in whose favor the waiver is made may be interred in the space.
- (e) *Conveyance.* No sale, transfer or assignment of title of any space in the Fairview Cemetery is valid without the written consent of the city endorsed upon the instrument of transfer or assignment and recorded in the records of the city and the county clerk's office, which filing fee shall be paid by the grantee or grantor at the time of the conveyance. All conveyances are subject to the city's right of first refusal.
- (f) *Multiple owners.* Two (2) or more owners of a space may designate a person to represent the space and file with the city written notice of the designation. If notice is not filed, the city may inter or permit an interment in the space at the request or direction of a registered co-owner of the space.
- (g) *Right of ingress and egress.* The city reserves to itself and to lawful invitees, a perpetual right of ingress and egress over spaces for the passage to and from other spaces.
- (h) *Subdivision.* Individuals may not subdivide a space without the consent of the city and the burial of the remains of any person not having an interest in the burial site shall be strictly prohibited without the written consent of all interested parties according to the records of the city and approved by the city.
- (i) *Consent required for opening of caskets.* A casket containing human remains shall not be opened within the confines of the cemetery by a funeral director or his agent or employee without notice to the city twenty-four (24) hours in advance and without the consent of a legal representative of the deceased or by order of a court of competent jurisdiction.
- (j) *Location of interment site.* When the instructions regarding the location of a space cannot be obtained, are indefinite, or for any reason the grave cannot be opened where specified, the city may, in its discretion, order a space opened in an alternative location within the cemetery as deemed best and proper and without delaying the funeral service. The city shall not be liable for the selection of the gravesite.

Sec. 15.01.021 - Disinterment.

Disinterment and removal shall be conducted by qualified funeral homes or contractors only with a minimum of twenty-four (24) hours notice to the city, in writing, and at the sole cost of the requestor. The city shall provide assistance in coordinating the necessary procedures and records required with the qualified funeral home or contractor pursuant to the following regulations:

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- (1) *To a more desirable lot.* A body may be removed from its original space to a larger or more desirable space when there has been an exchange or purchase for that purpose and proper consent is obtained.
- (2) *Care in removal.* The city shall provide assistance in coordinating with qualified funeral homes or contractors to ensure that the utmost care in making a removal is taken, but shall not be liable for damage to a casket, burial case or urn sustained in the removal.
- (3) *Removal for profit.* Removal of remains for the purpose of resale of the space for profit, or removal contrary to the expressed or implied desire to the original space owner, is repugnant to the ordinary sense of decency and is forbidden.
- (4) *Removal for autopsy.* Remains may be removed for autopsy only upon written consent as prescribed in subsection (5) of this section or by order of a court of competent jurisdiction.
- (5) *Consent.* Remains interred in the cemetery may be removed from the cemetery with the written consent of the city, the state or local health department or county court, and one of following individuals in the priority listed:
 - (A) The decedent's surviving spouse;
 - (B) The decedent's surviving children;
 - (C) The decedent's surviving parents; or
 - (D) The decedent's siblings.
- (6) *Consent of court.* If the consent required by subsection (5) of this section cannot be obtained, the remains may be removed by consent of the county court. Before the date of application to the court for consent to remove remains under this rule, written notice shall be given by the applicant to:
 - (A) The city;
 - (B) Each person whose consent is required for removal under subsection (5) of this section who refuses to provide consent to the removal; and
 - (C) Any other person that the court states must be served.
- (7) *Supervision of removals.* The city shall supervise the removal of remains from the cemetery.

(Ord. No. 2009-31, 10-27-09)

Sec. 15.01.022 - Miscellaneous provisions.

- (a) *Notarization of signatures.* The city reserves the right to require any or all signatures to be notarized.
- (b) *Final decision.* In the event of a misunderstanding or dispute as to the meaning of any of these rules or regulations, the decision of the City Council shall be final and is not appealable.
- (c) *Materials and equipment.* No material, machinery, equipment or other implements for the construction of memorials, the digging of graves, or other permitted structures may be placed in the cemetery until required for immediate use, and, when not in use, shall be parked/stored away from other gravesites. No such material, machinery, equipment or implement shall be placed upon an adjoining lot without the express permission of the city. No material, machinery, equipment or implement may be left in the cemetery overnight.

(Ord. No. 2010-27, pt. 1, § 15.22, 10-26-10)

Sec. 15.01.023 - Sole agreement.

The purchase contract, deed, trust agreement, and these rules and regulations and all amendments thereto, shall constitute the sole and entire agreement between the city and a space owner, and no other statement or promise by any officer, employee or sales agent shall be binding on the city.

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Sec. 15.01.024 - Modification and amendment by the city.

- (a) *Exceptions and modifications.* Special cases may arise in which the literal enforcement of a rule under this article may impose unnecessary hardship, in which such case the city may without notice make an exception, suspension or modification when deemed advisable. However, such exemption, suspension or modification shall not constitute a waiver affecting the general application of such rule.
- (b) *Amendment.* The city may adopt new rules or amend, alter and/or repeal any rule or regulation set forth within this article.

Sec. 15.01.025 - Penalty and fine.

Persons violating this article are punishable by a penalty up to \$5,000, plus damages and replacement costs, if applicable, and each day a violation occurs shall constitute a separate offense.

(Ord. No. 2009-31, 10-27-09)

Sec. 15.01.026 - Memorial section.

- (a) *Memorial lot.* A 2.5 ft by 2.5 ft lot located in the memorial section of the cemetery for the purposes of preserving the memory of an individual who is believed to have been buried in the Fairview Cemetery, but for whom there is no gravesite. No monument other than a headstone, and no interment of any kind, is permitted in the memorial lot.
- (b) *No discrimination.* The city shall not discriminate between qualifying individuals who wish to obtain a memorial lot in the memorial section. Spaces are limited, and shall be available on a "first come, first served basis." Memorial lots will be administered sequentially by the finance department in chronological order starting with lot No. 1. The finance department will confirm that the requirements of the memorial lot are satisfied.
- (c) *Location.* The memorial section in the Fairview Cemetery is located behind the gazebo in block 1, and is approximately 25 ft. by 30 ft. in total area, as shown on the map a copy of which is attached to Ordinance 2014-7 and incorporated herein for all purposes.
- (d) *Criteria/qualification for inclusion in the memorial section.* In addition to the requirements provided for below, families may purchase a memorial lot if the memorial is for a deceased family member who has been proven through documentation to be buried in the Fairview Cemetery, but for reasons unknown their gravesite cannot be located either in the Fairview Cemetery and/or the cemetery records. If the cemetery gravesite is located by the finance department in the Fairview Cemetery inclusion into the memorial section would be denied, as their gravesite would be available for placement of a headstone by the family. Only gravesites not located by the finance department but documented as identified below may be allowed for inclusion into the memorial section. The following restrictions apply to the purchase of memorial lots:
 - (1) Memorial lots may be obtained in the memorial section only by relatives of the individual to be memorialized. Proof of ancestry to the decedent is required unless otherwise approved by the City Manager.
 - (2) Applications for inclusion in the memorial section, when submitted to the finance department, must be accompanied by an affidavit of the requestor. The affidavit must: (A) confirm that the family of the individual for whom the memorial lot is being purchased agrees to the memorial lot; and (B) verify that the deceased individual was buried in the Fairview Cemetery. In conjunction with the affidavit, verification of the interment in Fairview Cemetery may be provided by documents such as a receipt for purchase of headstone, a newspaper article, a death certificate, a family Bible, or any other documentation conclusively demonstrating that the individual was buried in the Fairview Cemetery.
- (e) *Memorial lot.* Each memorial lot is approximately 2.5 ft. by 2.5 ft. in dimension. A permit for installation of the headstone must be obtained from the finance department and shall be in compliance with the city's general permitting requirements for the Fairview Cemetery and the fees provided for in the fee schedule in appendix A of this code. The memorial section is for the placement of headstones only. No remains of any kind are permitted to be buried or placed in the memorial section (either cremated

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or otherwise). No curbing, coping, fencing, or vegetation is allowed on a memorial lot. Items may not be placed in, around or on any portion of the memorial lot or the gravestone except for flags smaller than twelve (12) inches are permitted. Flags will be removed by the city if they become weathered, unsightly, or pose maintenance problems. Due to the limited size of the memorial section, and the limited number of lots available therein, the city has determined that no more than two (2) lots in this memorial section may be assigned for use by any single family, unless otherwise approved by the City Manager.

- (f) *Headstone.* Headstones are the sole type of memorial permitted in the memorial section of the Fairview Cemetery. Headstones for placement on a memorial lot shall be limited to twelve (12) inches wide, twelve (12) inches in-depth and may not exceed twenty-four (24) inches in height. The base of the headstone may not exceed twenty-four (24) inches in width, unless otherwise approved by the City Manager.
- (g) *Rules and regulations.* Rules governing the memorial section shall be consistent with the rules and regulations for the Fairview Cemetery, unless otherwise stated herein.
- (h) *Cost.* The cost of purchasing a memorial lot is set forth in the fee schedule in appendix A of this code.
- (i) *Receipt of ordinance.* Prior to placing a memorial headstone, each person purchasing a memorial lot shall acknowledge in writing to the city, that they have received a copy of the cemetery ordinance, including this section, and they (and any heirs, assigns, or successors) will abide by the provisions established in this code. A copy of the executed ordinance shall be maintained by the city. The purchaser shall have an affirmative duty to inform relatives or interested parties of the restrictions in the memorial section.
- (j) *Exemption.* Headstones in existence in the memorial section at time of passage of amendment are exempted from the provision herein and approved to remain in place as is.

(Ord. No. 2014-7, 5-13-14)