

**CITY OF LILBURN
ADMINISTRATIVE POLICY & PROCEDURES**

**SECTION 35
LILY'S BRIDGE PROJECT – GUIDELINES FOR MEMORIAL CONTRIBUTIONS**

I. PURPOSE

To establish clear guidelines for memorial contributions at the Lily's Bridge in Lilburn City Park, ensuring the space remains respectful, safe, and accessible for all visitors while honoring the memory of beloved pets.

II. SCOPE

This policy applies to all individuals and organizations wishing to place memorial items or make contributions to the Lily's Bridge located in Lilburn City Park.

III. DEFINITIONS

Memorial Contribution: Any item placed on Lily's Bridge in memory of a pet.

Designated Area: The painted portion of the bridge specifically set aside for affixing pet collars.

IV. REQUIREMENTS

1. No items may be placed, mounted, or affixed to the bridge handrail or walkway.
2. The bridge walkway must remain clear and fully accessible at all times.
3. Only the painted, designated area may be used for affixing pet collars.
4. Items deemed offensive, inappropriate, or inconsistent with the memorial's spirit will be removed.
5. Glass, sharp objects, or any potentially hazardous items are strictly prohibited.
6. All items become property of the City upon placement.
7. Only one method for memorials is allowed:
Personal collar within the designated area
8. Maintenance may require temporary removal or adjustment of items.
9. No advertisements or promotional materials are allowed.
10. All park rules and regulations apply.
11. The City may remove items if maintenance or repair costs become excessive.

V. PROCEDURES

1. Place personal collars only within the designated painted area.
2. Do not affix items to the handrail or walkway.

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VI. RESPONSIBILITIES

Donors: Ensure compliance with all requirements and procedures.

City Park Staff: Monitor compliance, remove prohibited items, and maintenance.

City Management: Oversee policy implementation and address any issues arising from memorial contributions.

VII. RELATED POLICIES AND REFERENCES:

Lilburn City Park Rules and Regulations

AP-Sec-35

VIII. EFFECTIVE DATE AND REVISION HISTORY

Effective Date: August 27, 2025

Revision History:

Original policy approved August 27, 2025

Approval and Signature:

Approved by:

A handwritten signature in black ink, appearing to read "Jenny Dimpel", is written over a horizontal line.