



**Rules and Regulations:
Douglas Municipal Cemeteries**

Revised and Adopted September 11, 2023

RESOLUTION NO. 2023-31

A RESOLUTION ADOPTING CHANGES TO THE RULES AND REGULATIONS FOR DOUGLAS MUNICIPAL CEMETERIES

WHEREAS, Douglas Municipal Code 12.24.040, states the City Administrator shall establish rules and regulations for the management and operation of the Douglas Municipal Cemeteries; and

WHEREAS, these rules and regulations have been written in order that the Douglas Municipal Cemeteries may be developed, operated, and maintained in an efficient and orderly manner; and

WHEREAS, the City Council, by this action, has deemed that is in the best interest of the property owners, and the City of Douglas, to ensure that cemeteries are of uniform and permanent beauty.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOUGLAS, WYOMING, that all cemetery space owners; visitors; cemetery employees; persons working directly or indirectly for any cemetery space owner; and all subsequent spaces sold, shall be subject to these rules and regulations, and subject further to all amendments or alterations, as deemed necessary by the City Administrator and adopted by the Governing Body of the City of Douglas.

PASSED, APPROVED, AND ADOPTED this 11th day of September, 2023.

Kim Pexton

Kim Pexton, Mayor

Attest:

Mary Nicol

Mary Nicol, Deputy City Clerk



SECTION I INTERMENTS

- A. **Application for Issuance of Burial Permit:** Application for a burial permit shall be to the city clerk in writing on a form provided by the city. Before a permit is issued, the applicant shall pay the required fees and shall provide, if required, written proof of authority to make interment in the lot or grave space for which the permit is requested.
- B. **Double Depth Burials:** The City of Douglas will allow one (1) full adult burial per grave space within the cemetery. There shall be no double-depth burials, and all burials will be conducted in accordance with the regulations of the City that are intact at the time of burial. However, infants as defined as “a child in its first year of life” may be buried on top of an adult buried in the Douglas Park Cemetery. Cremated remains may be buried in graves with full burials, not to exceed two (2) cremains. A single grave may be purchased for the burial of cremated remains only, not to exceed a total of four (4) cremated remains.
- C. Natural or “green” burials must have a sturdy and rigid outer burial container. Any additional grave preparations beyond standard burial procedures are the responsibility of the family of the deceased or their designated personnel. Vaults are required as per section IV.
- D. **Notice of Interment Required:** At least eight (8) working hours’ notice must be given, prior to any burial services. Exceptions may be approved by the Parks Supervisor or his/her designee.
- E. **Scheduling of Graveside Services:** The bereaved, along with the Cemetery Sexton, and the Funeral Director shall appoint the time for graveside services. There shall be at least one (1) hour between the times of the services unless waived by the Sexton.
- F. **Interment on Saturdays—Sundays and city-recognized holidays:** No person shall arrange for any interments or cremains to be inurned on Sundays or city-recognized holidays in Douglas Park Cemetery. Interments and inurnments may be made on Saturdays upon payment of such additional fee as set forth in section 12.24.080 of the Douglas Municipal Code. Upon a showing that exigent circumstances exist or that a hardship would result, the City administrator is authorized to waive the burial restriction on Sundays and city-recognized holidays.

**SECTION II
DECORATION OF SPACES**

- A. Live flowers, rose bushes, and/or peonies may be planted and cultivated on any grave at any time. However, all plantings shall be within ten inches (10") of the front and sides of the monument, or in an approved vase securely attached to the monument or base. No glass, ceramic, or other breakable vases will be allowed. No planting shall be permitted in flat marker sections.
- B. Artificial or fresh flower sprays, wreaths or blankets, may be securely placed at graves at any time. However, they will be discarded when dead, faded, broken or anything of a similar nature. Metal vases must be used and set in concrete or securely attached to the monument with a minimum of a three inch (3") border and be flush with the monument, or be an actual part of the monument. The use of floral glass marbles or any similar materials will not be allowed. All installations of vases must be done by a contractor or business licensed in the City of Douglas.
- C. Christmas blankets and wreaths may be placed on graves from December 1st to January 15th.
- D. Artificial or fresh flower sprays and wreaths may be placed on graves from May 1st through June 15th.
- E. The placing of boxes, shelves, stones, boulders, toys, metal designs, ornaments, chairs, settees, glass urns, wood, fence, metal cases, or any other similar articles upon spaces will not be permitted.
- F. No alcoholic beverages or containers will be allowed to be left at any grave space, monument or marker.
- G. Metal decorative hangers may be used if installed in the concrete base or monument.
- H. The City shall not be held liable for any property damages occurring on any grave sites unless caused directly by city employees acting negligently and within the scope of their duties. City does not waive government immunity beyond that explicitly waived herein, and specifically retain immunity and all defenses available to them as sovereigns to Wyo. Stat. § 1-39-101(a) and all other state law.

SECTION III MONUMENTS AND MARKERS

- A. No memorial or grave marker will be allowed on any burial space until the space has been fully paid for; certificate of title delivered to the purchaser; and a permit for a monument or marker issued by the sexton and ownership verified by the city clerk.
- B. Only one central or family memorial will be allowed on a family lot consisting of a minimum of (4) adjoining spaces with the intent of using additional individual markers.
- C. Only one headstone will be allowed for each space with the exception of military flat markers and flat markers used for additional cremations at the foot of the grave space.
- D. The area of the face of the memorial will not exceed twenty percent (20%) of the area of the lot. The length of the base of the memorial will not exceed seventy-five percent (75%) of the width of the lot. The width of the base of the memorial will not exceed twenty percent (20%) of the length of the lot. Any stone marker or memorial will have a thickness of at least four inches (4").
- E. Footstones and secondary flat markers will be of one piece of approved stone or bronze and will not exceed two feet (2') in length or one foot (1') in width. Double grave markers may be used and will not exceed two feet (2') in width and four feet (4') in length. All footstones or markers located at the foot of any grave space must be installed flush with surrounding grade with the exception of matching the existing conformity or tradition.
- F. The bottom surface of all monuments and markers will be cut level and true.
- G. No coping, curbing, hedging, grave mounds, borders, enclosures, or walks of any kind will be allowed to be built or placed on any space in Douglas Municipal Cemeteries. The city reserves the right to remove the same without recourse if so planted, erected, or placed.
- H. Grave spaces will be covered in sod only.
- I. The sexton shall have the authority to reject any plan or design for any memorial, which due to size, design, inscription, or quality of stone, is unsuited to the space on which it is to be placed. Appeal of initial determination may be made to the city administrator.

SECTION IV VAULTS

- A. All regulations and specifications for vaults, crypts, and mausoleums shall be in accordance with W.S. §35-8-401 through and including 35-8-407, as may be amended from time to time.
- B. Vaults are required at Douglas Municipal Cemeteries. All burials, except for infants and cremated remains, shall be in permanent -type grave liners constructed of concrete, fiberglass steel, polypropylene, or other methods approved by the Public Works Director or designee.
- C. Fiberglass or poly vaults may be installed by City of Douglas personnel if delivered to the cemetery.
- D. Concrete vaults or vaults other similar material will be installed by the supplier or mortuary personnel. Guidelines for the installation of concrete vaults are as follows:
 - 1. The supplier is responsible for placing concrete vaults including the proper installation of the lowering device and the tent shelter, when appropriate.
 - 2. The supplier shall furnish all planking used to form a grass protection on which the truck crane will move while in the process of setting the vault.
 - 3. A durable template will be provided for the sexton to use as a guide for excavation of the grave site. The template specifications require 36" (inches) X 92" (inches) inside measurements.
 - 4. All work will be performed during scheduled work hours, which are 7:00 a.m. to 4:00 p.m., Monday through Friday, unless otherwise approved by the City Administrator. City personnel must supervise any work performed by supplier.
 - 5. The supplier will pay for all personnel costs incurred outside normal working hours.
 - 6. If any supplier-caused cave-in is not corrected to city specifications, city reserves the right to make necessary repairs and bill supplier for personnel and equipment costs incurred.