

TITLE: Plaques and Monuments Policy		PAGE: 1 of 4
EFFECTIVE DATE: March 24, 2020	COUNCIL RESOLUTION: 23-20	

A. PURPOSE

It is the intent of the City to establish a uniform procedure to manage requests for the placement of plaques and monuments in City parks and public areas in the City of Chowchilla. The City is committed to protecting these areas within its jurisdiction while providing opportunities to install appropriately designed and placed plaques and monuments that honor individuals, organizations or significant events beneficial to the greater good of the community. This policy is meant to emphasize the importance of these significant memorials while assuring that they are consistent with City policies and do not negatively impact City resources.

This policy is separate from the Memorial Program Policy.

B. GENERAL POLICY

1. For the purpose of this policy, a park or public area shall mean municipal parks, open space areas, City-owned properties, and City road rights-of-way frequented by the general public.
2. For the purpose of this policy person(s), organization(s), agency(s), and/or group(s), etc., shall be identified as Applicant.
3. For the purpose of this policy the City Administrator and/or designee shall be identified as City.
4. The placement of a plaque or monument in a park or public area is to recognize or memorialize individuals, groups or significant historical individuals or events provided that such individuals or events were directly related to the local Chowchilla community, and provided that all of provisions of this policy are met. The City will review each proposal based on the significance of the contribution to the City consistent with this policy.
5. All plaques and monuments in a park or public area are subject to this policy, other than those placed through other City authorized programs as defined by prior approved action, or other current policy.
6. This policy will not duplicate or replace previously approved plaques or monuments, or other similar recognition programs, initiated prior to its adoption.
7. All memorial items donated prior to the original adoption of the Plaques and Monuments Policy will be henceforth subject to this policy.

C. PROCEDURES

1. A request to place a plaque or monument in a park or public area must be submitted by letter from the Applicant to the City.
2. The request must provide all information and supporting documentation including, but not limited to details and history about the Applicant submitting the request, the reason for the request, the requested placement location, the plaque and/or monument material(s), the plaque and/or monument dimensions, the proposed words and/or images to be inscribed on the plaque or monument, the proposed method of installation and by whom, and the anticipated timeline.
3. The City shall be responsible for evaluating the request to ensure it is in accordance with this policy and applicable requirements of the Chowchilla Municipal Code.
4. The City will contact the Applicant to schedule a site meeting with the Public Works Department, and others as deemed necessary, to determine and approve the exact location of the plaque and/or monument in a park or public area.
5. A spokesperson for the Applicant should attend the City Council meeting for which the request is scheduled on an approved agenda to make an oral presentation, if desired, to supplement the written documentation and to address any questions from the City Council.
6. The City Council may choose to establish an appropriate City Council appointed committee to review the request and subsequently provide a report to the full City Council, for consideration.
7. The City Council shall review the request and recommendations to then render a decision.

D. GOVERNING RULES AND REGULATIONS

1. All construction, installation, post-installation maintenance and any other costs of the approved plaque and/or monument shall be the responsibility of the Applicant.
2. A cost shall be established by the City for each installation request that will require direct utilization of City resources, to ensure cost recovery, including but not limited to, asset purchase(s), shipping, installation materials, personnel time for installation and maintenance. All anticipated direct costs to be incurred by the City must be paid prior to beginning installation. Any additional costs incurred by the City during and after the installation must be paid by the Applicant following receipt of a City invoice.
3. The City may consider contributing funds to a community plaque or monument only when the memorial is for a broad community purpose that marks an event that has positively impacted or affected the community.
4. Placement of the plaque or monument in no way entitles the Applicant to any full or partial ownership of the plaque or monument or land thereof. The plaque or monument is fully owned by and becomes the property of the City of Chowchilla immediately upon placement in a park or public area.

5. The installation of a plaque or monument in a park or public area is defined to ensure that appropriate oversight is provided in preserving site aesthetics and use. Consideration must be given to avoid conflicting use of space, ensure safety of adjacent space users, complement the priorities, purpose, and integrity of the City, contribute to the community enrichment and experience, and preserve the visual character of the community.
6. A plaque or monument commemorating commercial products, political parties, entities or nonprofit corporations involved in lobbying at any level of government, for-profit corporations, or memorials containing endorsements of products or services, or that otherwise may be construed to be advertising or commercial promotion, are prohibited.
7. Plaques and monuments shall be cast in a professional manner and constructed of materials to retain core integrity, be resistant to common vandalism, be tolerant to long term weather exposure, and other requirements as may be deemed required by the City.
8. Plaque and monument inscriptions shall be approved by the City Council prior to casting. No deviation from the approved inscription will be allowed. The City must approve adjustments due to error or omission by the Applicant or manufacturer.
9. No more than one (1) plaque or monument shall be dedicated to any single person, family, group, or historical person or event within the City of Chowchilla, unless there is a compelling reason for additional dedications as shall be determined by the City Council.
10. It is recognized that a park or public area may reach a saturation point where it would be appropriate to consider limitations or a moratorium of future plaque or monument installations at a location or area. The City reserves the right to defer any request or installation to a later date.
11. The City reserves the right to determine the level of general care depending on budget availability. General care of a plaque or monument is defined as occasion cleaning and the mowing, raking, pruning, and general cleanup of adjacent grounds as determined by the City.
12. The City, at its sole discretion, may choose to repair minimal damage to a plaque or monument for reasons of aesthetics and safety.
13. The City distinctly disclaims all responsibility for loss or damage of a plaque or monument from causes beyond its reasonable control, and especially from damage caused by the elements, Acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
14. The Applicant will have first right to replace the plaque or monument at their cost. This right expires after ten (10) years of the original placement date of the plaque or monument. It is the responsibility of the Applicant to keep the City advised of any address, email, or phone number changes.
15. The City reserves the right to relocate any or all plaques and/or monuments to another location and shall provide notice to the original Applicant as needed and when possible.

16. If a plaque or monument is removed the City will notify and offer it as a keepsake to the original Applicant. The City will retain the plaque or similar marker for a maximum period of one year after removal and if it is not claimed by the Applicant in that period it may be recycled.
17. The City may, without notice, replace any plaque or monument, or indefinitely remove any plaque or monument at its sole discretion as a result of aesthetic consideration, and/or changing site developments, and/or changing policy dynamics. In the instance of replacement, the City would bear the cost of the replacement and may make a reasonable effort to replicate the original plaque or monument. Any plaque or monument would be at the City's sole discretion with regard to style, size, wording, as well as the location of the plaque or monument.

E. IMPLEMENTATION AND OVERSIGHT

The City Administrator and/or designee has responsibility for the implementation and oversight of this policy.