

## **POLICY: NAMING OF FACILITIES and ERECTING PLAQUES, MONUMENTS AND MARKERS**

The City of Griffin recognizes that public commemoration and memorials offer opportunities to honor, celebrate, or remember a person, group of persons or events of significance. They provide the opportunity for the City to highlight important social, cultural and economic contributions to society, to celebrate the uniqueness of the City and to create a “sense of place” which is identified as being of great importance to citizens and visitors.

This policy provides guidelines on the naming of facilities, buildings, streets, and other City properties and the request to erect plaques, monuments, markers and artwork.

### **Process**

Any member of the public or City Commissioner may submit a name for consideration. Proposals for the naming of properties and / or the dedication of plaques shall be formally requested to the Board of Commissioners. The Commission Chairperson may appoint an ad-hoc committee to conduct a preliminary study to ensure the nomination has merit. The committee may call on the advice of internal and / or external parties in the evaluation of proposals and may request additional information on any proposal.

Public comment or public meetings may be convened on proposals which are of particular interest to an area.

The final decision for administering the guidelines rest with the City Board of Commissioners.

### **Definitions**

**Facilities** shall include, but not be limited to, any City building, structure, room, space within a facility, plaza, open space, street, thoroughfare, landscaped area, or other physical improvements or natural features of the City or other property under the administrative control of the City.

**Plaques** are permanent fixtures affixed to a base, indoor or outdoor surface or other object.

**Monuments or Memorials** can be either permanent pieces of public outdoor art, sculpture, likeness, landscape enhancement, or other civic improvements whose primary purpose is to honor a person, group, event or other significant contribution to the City.

**Commemorative Trees, Shrubs, or Plantings** are memorial or honorific gifts of plantings and can be signified by plaques or markers.

**Bricks, benches**, and similar items consuming little space may carry donor or honorary names with approval.

**Art** may be classified as temporary or permanent and may include paintings, murals, portraits, and /or sculptures.

### **Criteria**

The following are criteria for proposals on the naming of City properties or the erection of monuments or plaques in honor of a person, group or event.

The person/s should have been born or lived in Griffin or have had a strong and/or enduring connection with the city through a historical contribution of service on a regional, national or international basis.

The person/s should have made a unique and outstanding contribution to the life or history of Griffin through outstanding achievement, distinctive service or significant community contribution.

In the case of an event to be commemorated, the event should have occurred in the City of Griffin.

Consideration should be given to what other properties or plaques exist in honor of the person/s or event.

Proposals to commemorate living person/s will not be considered. Commemorations should only be considered twelve (12) months after an honoree's death.

Proposals to erect monuments, memorials or plaques must comply with planning regulations and historical preservation guidelines.

Permission of the owners of private properties must be granted and issued in writing at the time of proposal.

Evidence of consent must be supplied from family members, estates or groups connected with the individual or event to be commemorated.

Maps, photographs, wording proposals, designs and/or drawings shall be submitted with proposal.

Wording associated with the naming of facilities or the erecting of plaques must be approved by the Commission.

Monuments, plaques and artwork shall be of such material, proportion and detail that it will harmonize with its surroundings in a dignified and appropriate manner while not detracting from the wider amenity and enjoyment of a public space.

Cost involved in naming of infrastructure or erecting of plaques will be bore by the proposer. Proposers will demonstrate that the required funding is available.

Proposer must maintain agreement with owners of private property and be responsible for the future maintenance and upkeep of plaques on private property.

The City of Griffin Commission may initiate the naming of property or erection of plaques and may fund the initiative.

**Donations** – Proposals for the naming of major facilities may be made in connection with personal, corporate, or foundation donations. Such proposals will be made in

consultation with the Advisory Committee. Typically, a gift of 50% or more of the total commitment of costs as established by the Advisory Committee is required of a facility to be named for or by a donor.

**Renaming** – The naming of a facility is effective for the useful life of the facility. Under extraordinary circumstances when the continued use of a name would compromise the public trust and reflect adversely upon the city, the City Commission reserves the right to rename the facility.

**Exception:** This policy shall not apply to monuments, memorials, plaques, commemorative plantings, bricks, benches and like tributes located within, and a part of City cemeteries.

Approved by City Commission: \_\_\_\_\_

Chairman: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_