



MEMORIAL POLICY

Adopted July 21, 2020

CITY OF PINOLE

MEMORIAL POLICY

POLICY PURPOSE

This policy establishes a process and criteria for the consideration by the City of requests by Council Members and members of the public to memorialize individuals, groups, or organizations that have had a significant, positive impact on the community by naming a portion of existing City property or a new enhancement to City property after the individual, group, or organization.

I. Definitions

• City Property

- Building: City Hall, police station, fire station, senior center, youth center, swim center, Tiny Tots building, wastewater treatment plant, corporation yard, and any other current or future buildings.
- Portion of City-owned building: Interior and exterior spaces and locations, such as entryway, wall, and room.
- Land and natural features: Open space, creeks and channels, trails, parks, groves, trees, and any new or future land for public use.
- Equipment: Benches, tables, gazebos, fountains, playgrounds, playground equipment, courts, murals, barbecue pits and picnic areas, and any equipment which is used/offered for the public's benefit. Street signs are expressly excluded.
- New enhancement to City property: The addition of or an enhancement to City property, such as a new natural feature or piece of equipment.

• Other Definitions

- Plaque: A flat tablet of metal, stone, or other appropriate material that includes text and/or images.
- Monument - A structure created to recognize something of significance.

II. Portions of Existing City Property or New Enhancements to City property that Can be Named

Any item of City property, as defined above, can be named to memorialize an individual, group, or organization. An entire building cannot, however, be named. Portions of City-owned buildings, as defined above, may be named.

The City Council desires to recognize individuals but reserves the right to limit the number of pieces of City property that are named.

Any piece of City property that has been approved to be named to memorialize an individual, group, or organization through the process outlined below will be identified through the placing of a plaque, inscription, or some other text indicating the name on or adjacent to the property.

III. Process for Requesting that an Individual, Group, or Organization be Memorialized by Naming Existing City Property or a New Enhancement to City Property after the Individual, Group, or Organization

1. Application. A request to name existing City property or a new enhancement to City property after an individual, group, or organization may be initiated by one or more Council Members or City residents, business owners, property owners, or City staff members using an Application. The Application shall be submitted to the City Manager's office.
2. Contents of Application. The Application shall state the individual, group, or organization proposed to be memorialized, the existing City property or new enhancement to City property proposed to be named, the proposed name, and the reasons for the proposed naming. The Application shall evince the significant, positive impact on the community created by the individual, group, or organization and broad-based community support for the naming.
3. Review of Application. The City Manager and City staff shall review the Application and determine if it is consistent with this Policy.
4. Incomplete or Inconsistent Applications. Applications that are determined by the City Manager to be incomplete, lacking sufficient support, or otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation of the reason for the return. The applicant may resubmit the Application at any time with new or additional information to correct the insufficiencies identified by the City Manager.
5. Consideration by Ad-Hoc Committee on Memorials. If consistent with the Policy, the Application will be forwarded to a City Council Ad-Hoc Committee on Memorials for review and consideration. The Committee shall consist of two City Council Members appointed by vote of the Council. The Committee shall provide a recommendation to the City Council to approve or deny an Application.
6. Review by City Council. The City Council shall review Applications at a regular meeting. All decisions with respect to approving or not approving Applications will be at the sole discretion of the City Council.

IV. Renaming

In general, once a piece of property has been named, it cannot be renamed, except under exceptional circumstances as determined by 4/5th of the City Council.

V. Factors for Determining that an Individual, Group, or Organization has had a Significant, Positive Impact on the Community

In determining whether to approve an Application, the Ad-Hoc Committee on Memorials shall consider whether the individual, group, or organization on whose behalf an Application has been submitted has met one of the following standards:

- Was of local, regional, or national significance, with special consideration given to Pinole's own history
- Enhanced the quality of life and well-being of City residents
- Contributed to the preservation of the City's history or culture
- Made exemplary or meritorious contributions to the City or its residents
- Contributed to the acquisition, development, donation, or conveyance of land, buildings, structures, or other amenities to the City or community

The Ad-Hoc Committee will generally not consider an Application on behalf of an individual within two years of that individual's death. Such a waiting period is to ensure that an individual's accomplishments or contributions will stand the test of time. The Ad-Hoc Committee may consider and recommend an Application to memorialize an individual within two years of the individual's death when the Ad-Hoc Committee determines that special circumstances make it appropriate to do so.

VI. Naming Criteria

The following names shall be avoided:

- Cumbersome, profane, discriminatory, derogatory names, offensive or in poor taste.
- Names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas.
- Names of companies and/or businesses.
- Names of appointed or elected local officials currently in office or current City employees.
- Names that would result in the overt commercialization of City owned buildings.
- Names should not be overly recognized, either within the City or the region.

VII. Donations and Dedications

It is the policy of the City to consider accepting monetary donations to fund enhancements to City property, such as equipment, trees, murals, and monuments. Anyone wishing to donate funding for a new enhancement to City property and further wishing to have said new enhancement memorialize an individual, group, or organization shall submit an Application per the process outlined above. The Ad-Hoc Committee on Memorials will give special consideration to Applications in which the applicant is offering to donate a new enhancement to City property.

Prior to submitting an Application involving the donation for the enhancement to City property, the prospective applicant shall contact the City Manager's office to provide a description of the enhancement to City property, such as a tree or bench, that the applicant is envisioning for memorialization. The City Manager's office will forward the description of the enhancement to the Public Works Department to determine the cost for the City to install the enhancement and maintain it throughout its lifecycle as well as to confirm that the enhancement would comply with all applicable City and other policies, rules, and regulations. The Public Works Department shall determine a suitable location and specifications for the enhancement. The City will provide the applicant with the amount that the applicant shall donate such that the City can install and maintain the enhancement pending approval of the Application by the City Council. The City reserves the right to reject any offer of donation if, upon review, acceptance of the donation is determined not to be in the best interest of the City.

VIII. Specifications for Plaque, Inscription, or Other Text

The plaque, inscription, or other text shall be rectangular or similar shape with only words and numbers allowed. Symbols, images, and artwork will not be accepted.

	<u>Size of Plaque (in)</u>	<u>Font</u>	<u>Font size</u>
Indoor	Max. 12" x 10"	New Times Roman/Arial	Min. 24
Outdoor	Max. 18" x 18"	New Times Roman/Arial	Min. 24

Examples include:

In Memory of
Jane Doe
1940 - 2010

Jane Doe
1940 - 2010

In Recognition of
Boy Scout Troop
2017

Any requests outside the provisions of this Policy would require a 4/5th vote of the City Council.