

**Policy No. 1.18**                      **Public Property Memorial Placement**  
**Date of Issuance:**                **April 6, 2023**  
**Revision Date:**

**PURPOSE:** This Policy establishes guidelines and procedures for acceptance, placement and maintenance of physical commemorations on public property owned or controlled by the Town of Rome. The purpose of these guidelines is to preserve and enhance the appearance of Town parks, trails, recreational facilities and conservancy areas within the Town. This policy shall apply to all grounds, structures and watercourses which are or may be located within any area dedicated to the public use as a park, facility, walking trail or conservancy area in the Town of Rome.

**POLICY:** It is important that the Town establish guidelines for a thoughtful and consistent decision-making process related to acceptance, placement and long-term maintenance of public requests for memorial donations in Town owned facilities, parks, natural areas and trails. The protection of the natural environment is a high priority. To this end, this Policy provides the structure for sustainability and maintenance of site-appropriate amenities so as to not detract from the visual esthetics of the surrounding natural environment or place undue burden on the Town for maintenance.

**PROCEDURES:**

1. **APPLICATION PROCEDURES.** The processing of memorial requests will be initiated by the donor submitting a completed application to the Town. Final decisions on the acceptance, placement and installation of memorials will be made by the Town board consistent with the process and criteria under this Policy. The following shall be the steps for consideration of memorial donation requests:
  - a. An application for a memorial request shall be submitted to the Town Administrator on the prescribed Memorial Proposal Application.
  - b. The following information shall be provided as part of the application for memorials:
    - i. If the memorial location is in a Town park, the application shall indicate the choice(s) of park and any location preference;
    - ii. The application shall include a site plan drawing, indicating the requested location, and type, size and dimension of the memorial along with all elevation considerations for the proposed memorial location;
    - iii. The text and diagrams of any plaque or engraving; and
    - iv. A brief description of the significance or relatedness to the Town of Rome community of the person, group, organization or event to be commemorated.
  - c. Upon receipt of a Memorial Proposal Application, the Town Administrator shall forward the application to the following committee/commission for review and recommendation to the Town Board.
    - i. Where an application proposal is for Town Park property, the application shall be reviewed by Town of Rome Parks and Recreation Committee.
    - ii. Where an application proposal is outside a Town Park, the application shall be reviewed by the Town of Rome Plan Commission.

- d. The Town Board may grant, grant with modification, deny or refer the application back to the Parks and Recreation Committee or Plan Commission.

## **2. APPROVAL CRITERIA FOR MEMORIALS.**

- a. Memorials can include fountains, statues, monuments, sculptures, plaques, murals, public artwork, plants, trees, benches, park or playground equipment, pavilions, or other similar structures. The subject for memorials shall be limited to a person, group, organization, or event that is significant or related to the Town of Rome community and is not currently memorialized.
- b. In determining significance or related to the community, the Town will consider the extent to which the memorial serves the following objectives:
  - i. Protects, enhances, or perpetuates sites which represent or reflect elements of the Town of Rome's cultural, social, economic, public service, and architectural history;
  - ii. Safeguards the Town of Rome's historic, geographic, or cultural heritage;
  - iii. Fosters civic pride in the notable accomplishments of Town or Rome residents, or Town organizations/groups with longstanding tie to the community;
  - iv. Protects and enhances the Town of Rome's attractions to residents; or
  - v. Enhances the visual aesthetic character of the Town of Rome.
- c. Applicants of memorials will be responsible for all costs, planning and design requirements associated with the construction and placement of the memorial.
- d. Memorials must be aesthetically complementary to the proposed surroundings and shall not detract from or overpower the scenic or architectural values of the existing environment. Memorials commemorating the death of private individuals (excluding domestic pets and animals) are permissible and should be related to the Town of Rome community.
- e. Wording for memorials must be approved by the Town before construction. Text should be brief and avoid the use of jargon or acronyms. Historical text should be well researched from a wide range of authoritative sources and be verified by a qualified historian. Acknowledgement of artists that have engaged in the design and construction of the project is to be included on the memorial in accordance with copyright law.
- f. Applicants for Memorials in Town Parks will work with the Town Parks and Recreation Committee to choose memorials from a list of options and locations prioritized according to Town plans. Applicants requesting a memorial outside of parks will work with the Plan Commission. Factors to consider regarding location include but are not limited to the subject of the memorial, the relevant theme of the park or location, and any existing development plans for the proposed location. The Town Board shall make the final decision after review and recommendations from the Parks and Recreation Committee (if the memorial is proposed for a park) or the Plan Commission.

### **3. OWNERSHIP, INSTALLATION, MAINTENANCE & REMOVAL.**

- a. Memorials shall be owned by the Town of Rome, but installation, including costs, shall be the responsibility of the donor. Plans and specifications for installation must be approved by the Town of Rome. The donor will be required to maintain liability insurance during the construction period of a memorial, if applicable.
- b. Memorials will be re-evaluated by the Town of Rome after ten (10) years to determine their enduring commemorative value. A spreadsheet of memorials will be kept by the Public Works Department which will be presented to the appropriate committee for review each May. The Parks and Recreation Committee will review those located in Town parks and the Plan Commission will review those in other public spaces.
- c. Although, it is expected that a memorial will be in place at the designated site for a period of at least ten (10) years from the time of installation, the Town does not guarantee permanency of the memorial or donated item and reserves the right to remove or relocate the memorial before ten years. Donations do not confer a special privilege or rights; they are graciously and unconditionally accepted without obligation. Situations in which a memorial may be relocated or removed include, but are not limited to:
  - i. The area in which the item is sited is to be redeveloped;
  - ii. Use of the area in which the items are sited changes significantly in character and the item is not deemed suitable for the site;
  - iii. The structure or support of which the items is located is to be removed or permanently altered; or
  - iv. The donated item becomes damaged, vandalized or can no longer be repaired.

Where a memorial is removed, the Town will make best efforts to notify the donating party in writing at the address shown on the completed Memorial Proposal Application.

- d. Generally, the Town of Rome shall be responsible for the reasonable maintenance of the memorial. However, in some situations the Town and the donor may agree in writing to have the donor maintain the memorial. In those cases, the donor will be responsible for the cost of maintenance, however the Town of Rome reserves the right to remove any memorial which is not maintained to the agreed level, interferes with normal maintenance, or is deemed as a safety or health risk.
- g. The Town of Rome will consider requests to replace existing memorials that have been damaged or otherwise degraded. Replacements shall conform to current design specifications and guidelines.