



City of DuPont MEMORIAL POLICIES

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NAMING OR RENAMING OF PARKS, OPEN SPACES, MEMORIAL ROADWAY AND FACILITIES POLICY

1.0 Purpose

The purpose of this policy is to establish a consistent approach for the commemorative naming or renaming of City parks, open spaces, memorial roadway and facilities. Commemorative naming refers to the naming of a property in honor of outstanding achievement, distinctive service, or significant community contribution, generally without financial consideration.

2.0 Objective

- To provide a consistent process for the City of DuPont to recognize significant local events, people and geographic features through the naming of parks, open spaces, memorial roadways and features;
- To provide the guidelines by which names will be chosen for new City parks, open spaces, and features, and by which these will be renamed, if necessary;
- To include community involvement in the naming/renaming, and dedication of parks, open spaces, and features through a clearly defined process.

3.0 Definition of Terms

The following terms are provided for greater clarity:

- **Component Feature** – means all substantial structures or recreational aspects of a park which includes, but is not limited to, such things as sports fields, ball diamonds, hard surface courts, tennis courts, lawn bowling greens, bocce courts, gardens, playgrounds, restrooms, and skateboard park facilities, etc.
- **Commemorative Naming** – naming rights granted to honor outstanding achievement, distinctive service, or significant community contribution. Commemorative naming will not be tied to a financial contribution.
- **Individual and Community Organization Commemorative Naming** – naming rights granted to an individual, group of individuals, family foundation, or a non-profit community organization in recognition of significant philanthropy.
- **Memorial Roadway** – any road, street, avenue or boulevard within City of DuPont limits provided, or intended to be provided, with a secondary memorial name other than its formal navigational address name, in accordance with this naming policy. A memorial roadway name does not replace a street, road, avenue or boulevard's formal navigational address name.
- **Open Space** – includes, but is not limited to, trails, pathway systems, utility features such as storm-water retention ponds, and other similar structures under the jurisdiction of the City of DuPont.
- **Parks** – means all parkland designations including, but not limited to, citywide parks, community parks, neighborhood parks, open space, etc. owned by and/or under the jurisdiction of the City of DuPont.
- **Significant Financial Gifts** – means a monetary donation reflective of the total capital cost or appraised value of the amenity being considered for naming.

4.0 Criteria

- **Commemorative Name Designation Associated with Functional Use, Geographic Location or Historical Significance**
 - Staff may assign a name based on the adjacent street, functional use, geographic feature, community name or historic significance.

- City staff will give consideration in assigning names to:
 - Geographic names descriptive of the location or significant natural features (including flora, fauna, and geography);
 - Historic and cultural names of significance to the City;
 - Adjacent street names, neighborhoods, or common usage identification;
 - Names that ensure continuity and minimize conflicts for emergency services.
- Chosen names within this designation shall be assigned by City staff and may remain unchanged until a formal request for a name change has been approved by the City Council.
- The chosen name shall not conflict with similar names, in whole or in part. For example, if a park is named Oakes Park, no other similar name shall be used, such as Red Oak Park.
- **Commemorative Name Designation Associated in Honor of Individuals or Groups**
 - This section applies to any request to name or rename a park, open space, memorial roadway, or component feature in honor of individuals or groups. Groups shall include organizations, corporations, foundations or families.
 - Council shall approve all names in honor of individuals or groups. All requests for naming, designating or renaming in honor of individuals or groups shall be submitted in writing, with supporting explanation and/or justification to the Public Works Director. Requests for naming designating or renaming of any park, open space or component feature shall be forwarded to the Parks Agency for discussion and recommendation. Staff will forward the Park Agency's recommendations to Council for consideration. Requests for naming designating or renaming of any memorial roadway shall be forwarded to the Mayor for discussion and recommendation. Staff will forward the Mayor's recommendation to Council for consideration.
 - Names for consideration shall be those of distinguished persons, organizations, corporations, foundations or families:
 - Where the person or group has made a significant land, building or monetary contribution to the specific park, open space or component feature being named; or
 - Where the person or group has contributed outstanding civic service to the City over an extended period of time; or
 - Where the person or group has received national recognition; or
 - Where there is a strong historical or cultural connection to the City and the person or group has made major contributions to the historical or cultural preservation of the City; or
 - Where there is a strong contribution toward environmental preservation, conservation, or enhancement of the City; or
 - To memorialize or otherwise recognize substantial gifts and significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the City; or
 - Where there is a major contribution made to the acquisition, development or conveyance of land or building and/or its subsequent development; or
 - Where there is a direct relationship or association that exists between the place or former place of residence of the person or group and the park, open space, or facility to be named.
 - Parks, open spaces, memorial roadways or facilities shall not ordinarily be named for a living person; however, exceptions may be considered for significant and outstanding contributions of land, money, and civic or national

service.

- There shall typically be a lapse of at least one year between the date of death of the person(s) or of the event commemorated and the final naming or renaming of a City park, open space or facility.
- Naming in honor of elected or appointed public officials, City officials, or staff shall normally occur only after the public service or City employment has concluded.
- Notwithstanding the above, Council, by resolution, may approve a name or name change in honor of individuals or groups when circumstances justify such an action. Council may also remove the original name designation when circumstances justify such action.

- **Commemorative Names of Local, Regional, National or International Significance**

- Council may approve a name or name change in honor of individuals or groups who have made an outstanding contribution locally, regionally, nationally or internationally.
- In such instances, and prior to approving the use of any name of individuals or group, City staff shall investigate any protocol and/or requirements of any local, regional, national or international agency or organization.

- **Names Derived from Significant Financial Contributions**

- In selected instances where a naming request has been proposed as a result of receiving a unique and extraordinary financial, or other significant contribution, towards the acquisition, creation or redevelopment of a property or park, consideration will be given to the sponsorship contribution being provided. The merits and value of each such naming will be evaluated on a case-by-case basis. It should not be assumed that a financial contribution guarantees that a park is named after the service club, business, individual or organization.

- **Renaming Existing Parks, Open Spaces, Memorial Roadway or Facilities**

- Renaming of parks and open spaces carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not automatically ensure renaming.
- Critical examination will be conducted to ensure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming a park, open space, memorial roadway or component feature.
 - Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
 - Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.
- Existing names will not be changed without the consideration of:
 - The historical significance of the existing name;
 - The impact on the individual or organization associated with the existing name;
 - The cost and impact of changing existing signage, rebuilding community recognition, and updating records (databases, maps, promotional materials, etc.)
- Only nominations having a direct relevance to the park, open space, memorial roadway or a component feature within the space in question will be considered for renaming.
- Renaming of a park, open space, memorial roadway or component feature may occur if:

- The policy criteria are met; and
 - A valid justification for renaming the park, open space, memorial roadway or facility is provided; and
 - Changing the name will not cause undue confusion within the community; and
 - An appropriate level of community support exists.
- **Inventory of Names**
 - The Public Works Department shall be responsible for maintaining an inventory of names for parks, open spaces, and component features.
 - Proposals for names that will not be given consideration or counted as part of the inventory include:
 - Names that cause confusion for the public or emergency services due to duplication with an existing name;
 - Names that duplicate a school or facility name that is not directly adjacent to the area to be named;
 - Names that are meaningful only to a few members of the community;
 - The proposal suggests a name after a specific builder or developer;
 - The proposed name advertises a product or private company.
- **Duration of Naming for Memorial Roadways and Renewal Procedure**
 - Street signs typically need to be replaced every 10 years due to normal wear and tear.
 - In order to coincide with regular street sign repair and replacement memorial roadway names and street signs shall be for a period of 10 years.
 - Prior to the end of the 10 year period, the nominating applicant will be notified of its ending period.
 - At the end of a memorial roadway's 10-year period, the original applicant or a new applicant may apply to extend the memorial naming for another 10 years and follow procedures in this policy unless Council, by Resolution, has previously removed the memorial naming.

5.0 Procedures

- Any individual or group wishing to submit a request for naming/renaming any parks, open spaces, component features, or memorial roadway must provide a written proposal to the Public Works Director, and should include the following minimum information:
 - Name of the applicant; and
 - Identification of the park, open space, component features, or memorial roadway to be named or renamed; and
 - Proposed name; and
 - Supporting background information and/or justification describing the accomplishments and/or legitimacy of the name designation and how it is consistent with the naming criteria; and
 - Written documentation of approval of person (if living) or next of kin (if deceased) if available; and
 - Any letters of endorsement supporting the application; and

- In the case of Memorial Roadways, a signed statement that financial responsibility for the purchase, installation and maintenance of any and all signs will be assumed for the entire 10-year period.
- When there is a local neighborhood association or community group associated with the area in which a park, open space, or component feature in question is to be named, City staff will circulate the proposal to those parties.
- When possible, if a request to name or rename is directly associated with, or is on land that has been donated to the City, the original donor or family will be advised.
- When a naming or renaming request is submitted, staff will conduct a historical review of the current name prior to recommending approval.
- When a naming or renaming request is submitted, staff will ensure that the nominee being honored is in agreement with the naming proposal (if they are living), or by their legal representative should they be deceased.
- The City offers the opportunity for public input on the proposed naming. The request to name, designate, or rename will also appear on the City's website for thirty (30) calendar days allowing for written comment from the public to the Parks Agency or the Mayor.
- The Parks Agency will review the request to name, designate or rename parks, open spaces, component features at a regularly scheduled meeting. Staff will consult and request comments from all departments/divisions that have jurisdiction relative to the amenity in question. If the Parks Agency concurs with the proposal, staff will forward a report with the Park Agency's recommended approval to the Council for consideration.
- The Mayor will review the request to name, designate or rename a memorial roadway. Staff will consult and request comments from all departments/divisions that have jurisdiction relative to the proposed memorial roadway in question. If the Mayor concurs with the proposal, staff will forward a report with the Mayor's recommended approval to the Council for consideration.
- The City Council shall make the final decision to approve all names in honor of individuals or groups.
- City staff will notify the applicant of the Council's decision.
- City Council, by Resolution, may amend or impose conditions on any of the requirements of this policy at their sole discretion. Staff will relay any changes or conditions to the applicant.

MONUMENTS POLICY

1.0 Purpose

The City may occasionally decide to install permanent outdoor Monuments on City property to provide the City's commemoration of persons or events of note, or to otherwise convey the City's position on various topics (referred to as "Government Speech").

By placing Monuments on City property, the City intends only to engage in government speech and does not intend to open a public forum for free speech activity.

The purpose of this policy is to establish criteria and guidelines for the consideration and installation of Monuments outdoors in parks or plazas deemed by the City to be appropriate to serve as the site for a Monument. In doing so, the City recognizes the following considerations:

- Monuments can convey a powerful connection between the City of DuPont and its history, and in some instances, its future.
- It is therefore important that the placement of Monuments be limited to circumstances of the highest community-wide importance, both to maintain the significance of such Monuments and to minimize conflicts with the active and variable use of public spaces.

Notwithstanding the foregoing, the City may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all Monuments erected on City property.

2.0 Monument Definition

Monuments are markers, statues, and other similar permanent installations to express government speech, as further described in this policy, and which are installed by the City on City property, or which are accepted by the City and installed on City property with City permission. Monuments may be in various forms including statues, fountains, or gardens among other forms of monuments as determined by the City.

Monuments must be of City approved materials, size, design and specifications, with a goal toward simplifying their review and long-term care.

3.0 City's Government Speech Topics

The City may install or accept City-approved Monuments on City property as a form of "Government Speech" as City recognition of significant events or people or to provide information from the City on topics approved by the City, as set forth below:

- The contributions of individuals or groups who made a substantial impact upon the City of DuPont;
- The City's position on topics of interest to the community, as determined by the City Council;
- The history of the City of DuPont, or of the United States;
- Historical or cultural influences on the City of DuPont;
- Native flora, fauna and wildlife of DuPont and the greater Puget Sound area;
- Local innovation or creativity that has contributed to DuPont's growth and prosperity; or
- Other criteria selected by City Council and set forth in an amendment to this policy.

The City shall not place Monuments on City property which would have the purpose of promoting, favoring or inhibiting any religion or which would appear to a reasonable person that the City is promoting, favoring, or opposing a religion.

4.0 Administration

The City Council may approve or deny monument proposals. The Mayor and/or City Administrator may enact administrative guidelines and procedures to implement this policy, including without limitation, designation of locations deemed amenable to Monuments.

5.0 Donated and Private Funding of Monuments

The City encourages private donations to the City to support various City programs and City operations, which may include without limitation, the cost of acquisition, installation and maintenance of Monuments on City property. The City prefers to receive private donations in the form of funds that may be used by the City to review, design, fabricate, acquire, install and/or maintain Monuments, rather than the donation of a completed Monument.

However, the City may from time to time, at the City's sole option, consider accepting a completed Monument as a form of Government Speech, provided that the Monument meets the City's approved Government Speech topics and also meets all of the other criteria set forth in this Policy and in any related administrative guidelines or procedures. After the City's acceptance of a Monument and subject to the City's explicit approval of installation of the Monument upon City property, title to the Monument shall vest with the City and the City may remove, relocate and shall otherwise have sole control over the Monument.

While the City appreciates donations of Monuments to the City, the City is under no obligation to accept any donated Monument even if the Monument meets all of the criteria set forth in the Policy. The City's decision to accept a donated Monument may also depend upon the cost to the City of design, fabrication, installation and maintenance of the Monument and site considerations, among other factors.

The City may, at its option, decide for budgetary reasons to prioritize Monuments where the City expects to receive donated funding to cover the cost of design, fabrication, installation and maintenance of the Monument. Unless otherwise agreed by City Council, the donor of a proposed Monument is responsible for providing the City with funds to cover the cost of review, design, fabrication, installation and maintenance to ensure adequate care for the Monument.

6.0 Review Process and Criteria

The City Administrator or his/her designee shall provide the initial screening of Monument proposals to determine if the proposed Monument complies with the provisions of this Policy including without limitation, to evaluate the suitability of the proposed Monument site. The City Administrator (or his/her designee) shall decide whether to forward the proposal for further review or to decline further City consideration of the proposed Monument based upon considerations consistent with this Policy. If the City Administrator's decision is to conduct further review of the proposal, he/she shall consult with the appropriate Department and/or Agency most closely associated with the proposed site of the Monument.

In reviewing a proposed Monument, the relevant Departments, the applicable City Agency and the City Administrator shall review the proposal based upon the criteria set forth in this Policy including the following:

- Whether the person, group or event being memorialized is deemed by the City to have made a significant enough contribution to merit a Monument of the scale, cost and visibility of the proposed Monument.
- The Monument does not duplicate existing Monument themes. Multiple monuments for similar or related groups shall be avoided.
- The installation and maintenance of the Monument is within the priorities of the work plan of the responsible Department.
- The proposed Monument can fairly be interpreted by a neutral, objective observer as honoring the person(s) or community that it is intended to honor. If the City finds that a proposed Monument is a source of substantial dissention or discord within the City, the City Administrator shall seek further direction from the City Council before proceeding.
- The proposed site in the park or plaza for the Monument is related to the underlying purpose of the Monument or the site in the park or plaza has been designated in the comprehensive plan or other approval of the City Council as an appropriate site for a proposed Monument. Monuments shall not displace the intended function and/or use of said property, as articulated in adopted City plans or documents.

- The Monument has been designed by or under the direct supervision of a qualified professional in the art or design field, and provides a quality, scale, and character commensurate with the location, circulation, and use patterns of the City property. Qualified professionals include registered architects, engineers, landscape architects and artists who can demonstrate professional recognition in the form of public commissions or permanent public installations. The City may solicit input from art and design professionals such as artists, architects, landscape architects, planners or urban designers in making this determination.
- There is a committed and verifiable funding source or endowment for the review, design, fabrication, installation and long-term maintenance of the Monument.

Following the review, the Department shall coordinate with the City Administrator and any appropriate Agencies and prepare a report for consideration by the City Council. The report shall make an advisory recommendation regarding the Monument based upon the factors set forth in this Policy including the review criteria set forth above. The City Council shall consider the staff report and Agency recommendation (if required) and make a final determination regarding the proposed Monument, including but not limited to whether the City should design and construct a Monument, or accept a donated Monument.

All required environmental review shall be approved by the City's planning division before the City commits to installing a Monument. The Monument shall be consistent with adopted City plans, unless those plans are amended as part of the review process. Notwithstanding the foregoing, the City Council may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all City Monuments. The City shall only proceed with the design, fabrication, and installation of a Monument after completion of the review process and with City Council approval.

A proposed Monument must conform to the approved Government Speech topics. Also, a Monument must be made of durable materials, able to withstand the elements for a minimum of 50 years with minimum maintenance, shall be made of materials resistant to vandalism and graffiti as much as is reasonably possible, shall be of a scale, materials, color and style appropriate and consistent with aesthetics of the proposed location of the Monument and such other reasonable factors as determined by the City.

7.0 Public Right of Way

The public right of way shall not be considered as a site for Monuments, except that the City may honor City employees who die or have died in the line of duty while serving the City, by placing a memorial plaque at or near the location of each employee's death. The City is authorized to install memorial plaques in the public right of way to commemorate City employees who have died in the line of duty while serving the City if each of the following conditions exists:

- The property owner adjacent to the location of the proposed memorial plaque has been consulted on the placement of the memorial.
- The memorial plaque must be flat and level with the sidewalk, and placed behind the curb.
- The memorial plaque must not interfere with the public use of the sidewalk or right of way area.

8.0 Other Considerations

This Policy does not cover temporary installations on City property, nor does this Policy limit the City's ability to place signage or plaques on City property to provide donor or sponsor recognition, public information regarding a City project, or to place historical markers or to provide other information to the public.

COMMUNITY MEMORIAL WALL POLICY

1.0 Purpose

The purpose of this policy is to document the relationship between the City of DuPont and the War on Terrorism Community Memorial Committee, and to establish policies for ongoing maintenance of the memorial.

2.0 Background

The War on Terrorism Community Memorial Committee was formed in January 2010. The Committee was formed to develop a plan for building an appropriate memorial to recognize members of the City of DuPont community who have given their life in defense of our country since the terrorist attack on September 11, 2001.

During the ensuing nine months, the Committee designed the memorial, solicited donations, selected the memorial location, and solicited quotes for contractors to build the memorial. The memorial was dedicated on November 11, 2010. The cost of the project (not including volunteer labor, staff oversight, and donated materials) was \$23,030.38. Contributions to the project totaled \$27,456.38. The Committee recommended and the City concurred that the residual funds in the amount of \$4,425.56 should be used for memorial maintenance, repair, and adding additional names as necessary.

3.0 Procedures

The City will use the following procedures for ongoing maintenance of the Community Memorial:

- The Memorial Committee is a volunteer committee which desires to continue to be involved with the memorial. The Committee will consist of at least three DuPont residents to include one City Councilmember or member of the Parks Agency.
- The Memorial Committee will continue to research additional names to be added to the memorial. The criteria is as follows:
 - Military and civilians who have given their life in defense of our country since we were attacked on September 11, 2001.
 - The individual must have lived in DuPont, or their parents and/or spouse live in or did live in DuPont.
 - The individual's death must be combat-related or related to training for combat.
- The City will provide the Committee with an annual accounting of expenditures and balance remaining in the residual fund. Status updates may be requested more frequently if necessary by the Committee.
- The City will advise the Committee prior to expenditure of funds from the residual fund.
- The Committee will obtain City approval prior to making any changes to the memorial other than adding names using the criteria stated above.
- The City will consult with the Committee prior to making any changes to the memorial.
- The City will provide for the normal landscaping, watering and maintenance of the area surrounding the memorial. If the Committee desires to enhance the landscaping near the memorial, permission from the City will be required.