

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL		
	POLICY 20.3 GUIDELINES FOR PUBLIC MEMORIALS AND DEDICATORY INSTALLATIONS		
Adoption Date:	6/8/2009 ¹	Adopted by:	City Council Motion
Revised Date:	3/11/2013 ² 3/11/2019 8/10/2020 ³ 7/12/2021 ⁴	Revised by:	City Council Resolution No. 2013-07 City Council Resolution No. 2019-04 City Council Motion (Item 12) City Council Resolution No. 2021-31
Authority:	City Council		

20.3.1 PURPOSE

This policy was created to assist the Belvedere Parks and Open Space Committee in standardizing approvals for memorial and dedicatory installations in public places within the City.

20.3.2 APPROVAL REQUIRED FOR INSTALLATIONS IN PUBLIC PLACES

Installations donated to the City, including any dedicatory monuments or plaques and the wording thereon, must first be recommended for approval by the Belvedere Parks and Open Space Committee in conjunction with the City staff. Requests should be submitted in writing to the Department of Public Works.

20.3.3 REPLACEMENT OF INSTALLATIONS

Installations that suffer deterioration with the passage of time so that they no longer present a neat appearance and/or lose their functionality may be replaced or relocated by the Parks and Open Space Committee at its discretion. Department of Public Works staff will attempt to notify the original donor, in writing, at their last known address, to facilitate a timely replacement or relocation if so desired.

20.3.4 CRITERIA FOR NEW INSTALLATIONS

The Belvedere Parks and Open Space Committee will consider whether or not to recommend approval of new installations on a case-by-case basis considering the need, location, type of installation, vicinity, placement, design and long-term maintenance requirements.

¹ Recommended by the Parks & Open Space Committee 5/7/2009
² Recommended by the Parks & Open Space Committee in 2012
³ Recommended by the Parks & Open Space Committee in 2020
⁴ Recommended by the Parks & Open Space Committee 5/13/2021

- A. Honorees. Persons honored must be present or past residents of Belvedere. No pets or other animals shall be honored in this manner. Lanes will not be named after persons.
- B. Types of Installations. The following items are examples of types of installations which will be considered on a case-by-case basis:
 - 1. City-approved structures or landscape projects.
 - 2. Trees named as part of a City-approved landscape project.
 - 3. Lanes: reopening; redesign or repair; installation of handrails.
- C. Donor Plaques. The design of the plaques used on new installations, maintenance, or replacement installations will be considered on a case-by-case basis by the Parks and Open Space Committee.
- D. Locations. The Parks and Open Space Committee shall maintain, in the office of the City Clerk, a list of suggested locations and installation types.
- E. Installations Subject to Design Review. All installations shall be subject to the City's Design Review standards and review process.