

OFFICIAL TOWN POLICY FOR MEMORIALS AND DONATIONS LOCATED ON TOWN PROPERTY

1: PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated improvements, either as a result of monetary or physical property donation. These donations include but are **not** limited to the following items: park benches, bicycle racks, picnic tables, drinking fountains, trees, and other types of physical accessories. All donations are dependent on the specific needs of the Town of Carrboro. The Town wishes to encourage donations while maintaining appealing aesthetic impacts as well as mitigating the on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, long-term care, and replacement of all donations made after the adoption of this policy.

2: STANDARDS FOR NEW DONATIONS

Acquisition or Purchase: The Town and the community have a strong interest in ensuring that donated elements provided are of high quality in style, appearance, durability, and maintenance. Town employees will be responsible for the purchase and installation of all memorials and all other donated items.

Appearance and Aesthetics: The Town and community share an interest in providing the best appearance and aesthetic quality of public facilities. All donated elements should reflect the character of the park or facility and meet the current Town standard for the item in question. Elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated elements, and/or their associated donation acknowledgements, become Town property. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. At the end of the donated item's life cycle, the Public Works Department will attempt to notify the donor, using the current contact information on file, to give them the opportunity to take further action. The Town may relocate a donation, if the need arises, to accommodate the needs of the Town.

Repair: The community has an interest in ensuring that all park and facility elements remain in a good and safe condition. Additionally, the Town wishes to see that all park and facility element short-term and long-term repair costs are minimal. All donated elements must be of high quality to ensure long life. All elements must also be resistant to weather conditions, wear and tear, and vandalism.

Cost: The Town has an interest ensuring that the donor covers the full cost of the purchase and installation during the expected life cycle of any donated elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town facilities. Consequently, the Town will provide quality, durable and low-maintenance options to the donor to keep maintenance expenses low. The Applicant will be invoiced for the full cost of the memorial/donation. See Section 10: Equity, for information regarding funding assistance.

3: PROCEDURE FOR MAKING A DONATION

The donor must contact the Public Works Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation meets the Town's guidelines, the donor will be required to complete the *Application for a Memorial/Donation Located on Town Property*. The application is located on the Town's website. A printed copy of the application will be made available upon request. Payments for memorials/donations shall be made to the Town of Carrboro through the Finance Department.

Notification: It shall be the responsibility of the donor to provide the Town with a current address for purposes of notification regarding their donation. In the event of changes related to the status of their donation, the Public Works Department will send a certified letter to the donor's address on file to notify them of the changes related to their donation (i.e. a need to remove, relocate, or other conditions set forth in this policy.)

4: CRITERIA FOR ACCEPTANCE

Recreation Facilities: The Town may accept the donation under the following circumstances: donation meets a true need of the facility, the donation does not interfere with the intended current or future use of the facility, and the donation does not require the relocation of other equipment or infrastructure.

All Other Facilities: The Town may accept the donation under the following circumstances: donation meets a true need of the facility as determined by the goals and vision of the facility or those established by the Town Council.

Recreation and Parks Commission: All applications for donations/memorials which meet the criteria above will be presented to Recreation and Parks Commission. In deciding whether to approve a proposed monument, the Commission shall consider the following:

- a) The general or local significance or prominence of the person, place, or event commemorated or memorialized.
- b) Whether the person, place, or event commemorated or memorialized is significant, important, or relevant to the public generally, as opposed to a small group of persons.

- c) Whether the person, place, or event to be commemorated or memorialized has negatively affected the liberties, livelihoods, and/or civil or human rights of any person, intentionally or unintentionally, such that the commemorative import of the memorial or commemoration is inconsistent with the values of the Town and its citizenry.

5: DONATION ACKNOWLEDGEMENT/MEMORIAL PLAQUES

The donation of acknowledgements or memorial plaques will be utilized only in the cases of donation of benches, picnic tables, large play structures, trees, and drinking fountains. The type of donated item will determine the donation plaque and location of plaque installation. This includes material and size established by the Town of Carrboro and all text for donation plaques. Donation acknowledgements and memorial plaques, as approved by the Town, are to be purchased through a Town-approved vendor to ensure the highest quality, life, and durability.

Acknowledgements/memorials are limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: "Donated by _____," "In memory of _____," or "Dedicated to _____."

Plaques shall meet the following requirements.

Plaques placed on benches, tables, bike racks, and drinking fountains shall be made of bronze and be no more than 32 square inches in size, and the text shall be limited to three (3) lines.

The first line shall be either; In Memory Of; Donated By; Dedicated To
Name of person or donor
Date(s) of donation or lifespan

Plaques associated with memorial trees, shrubs, structures, landscaping, or other object, shall be located within eight feet of the object, be no greater than ten inches (10") by twelve inches (12") in size, and made of bronze. The procedure for the plaque installation shall be to embed the plaque in a concrete base or mount it to a flat rock. If set in a lawn area the plaque shall be set flush so mowing equipment will not need to navigate around it. The proposed wording on the plaque shall require approval of the Town Council prior to installation.

6: MONUMENTS

Memorials, plaques, or any upright monument or monuments resembling those typically found in cemeteries may not be installed on any Town-owned property or facility. This includes, but is not limited to stones, plaques, pillars, and gardens. The Town Council has final approval on any donated monument.

7: OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy. The Town may accept those donations with discretion and review by the Public Works Department as previously described.

8: CONDITIONS

Installation: Town personnel will complete installation of donated elements, including any donor acknowledgement/memorial plaques. Installations will be scheduled at a time and date determined by the Public Works Department so as not to conflict with routine maintenance activities.

Removal and/or Relocation: The Town reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities, or vandalism. In accordance with previously stated procedure in this policy, the Town will attempt to send a certified letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the Town will seek an alternative location consistent with this policy. The Town is not responsible for the replacement or repair of any donated elements damaged or destroyed by vandalism or natural occurrences.

9: MAINTENANCE AND REPAIR

The long-term care and maintenance of donated elements is important to both the donor and the Town. Periodic maintenance will be made on each donation to ensure that they remain in the highest quality. At the end of the donation's life-cycle term, the donor may choose to replace the donation with a like item at current value. The Town reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the Town has not been able to contact the original donor.

10: EQUITY

The Town has an interest in promoting Equity for all residents. If a resident would like to request a memorial but does not have the financial ability to pay for the item, they can file an application with the Public Works Department. The application will be reviewed in the same manner as all other applications. Those applications which would be approved after evaluation by Public Works, will be brought to the Recreation and Parks Commission. The Public Works Department will provide an estimated cost for each requested item to the Commission, and the amount in the budget for monuments. The Commission will select which items will be funded based on available funding in the budget. If no money is available in the current Budget, the item can be reviewed in the next fiscal year.