



## Legislation Details (With Text)

**File #:** 24-025 **Name:**  
**Type:** General Agenda **Status:** Agenda Ready  
**File created:** 1/30/2024 **In control:** Town Council  
**On agenda:** 4/9/2024 **Final action:**  
**Title:** Resolution Adopting a Rewrite of the Town Policy

**PURPOSE:** To adopt a rewrite of the Town Policy for Memorials and Donations Located on Town Property.

### Indexes:

### Code sections:

**Attachments:** 1. A - Resolution for Memorials and Donations Located on Town Property, 2. B - Town Policy for Memorials and Donations Located on Town Property, 3. C - Town Policy and Application Form for Monuments Located on Town Property(2019), 4. D - Application for a Memorial-Donation Located on Town Property, 5. E - Pocket Questions for Town Policy Rewrite

Date	Ver.	Action By	Action	Result
4/9/2024	1	Town Council		

Resolution Adopting a Rewrite of the Town Policy

**PURPOSE:** To adopt a rewrite of the Town Policy for Memorials and Donations Located on Town Property.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** Kevin Belanger, P.E., Public Works Director; 919-918-7427, kbelanger@carrboronc.gov; JG Ferguson, Director Recreation, Parks & Cultural Resources, jgferguson@carrboronc.gov

### COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☒ Comprehensive Plan ☒ Other

The Town has an established policy regarding the location, planting, erecting, or construction of items such as monuments, trees, shrubs, benches, or other construction on Town-owned or leased property to commemorate or memorialize any person, place, or event. Under policy, proposals are presented to the Town Council for consideration. This policy rewrite standardizes guidelines and procedures for the installation and care of donated improvements, either because of monetary or physical property donation; and fulfills goals outlined in the Comprehensive Plan “to develop policies and programs to bring equity and opportunities to its community” by reducing barriers for BIPOC and low-income residents’ participation.

**INFORMATION:** The Town Policy for monuments was adopted by the Town Council on June 7, 2005, to implement a “uniform methodology” to establish monuments on Town property. The policy includes guidelines to consider when reviewing potential monuments. Since adoption, the Town Council has approved the installation of eight (8) monuments on Town property.

In September 2019, at the request of the Town Council, the policy was updated to include the following Guideline for Review of Proposal for Monuments:

- 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.

The goal of the rewritten policy is to encourage donations while maintaining appealing aesthetic impacts as well as mitigate the on-going maintenance costs by standardizing guidelines and procedures for the installation and care of donated improvements.

Notable changes in this draft policy include:

1. Elimination of Origination of Proposals for Monuments. Applications are no longer limited to a member of the Town Council, an advisory board, or any Carrboro citizen or group of citizens.
2. Requires review and approval by the Recreation and Parks Commission.
3. Includes an equity component, contingent upon funding, to assist with the financial burden of the purchase and installation of a monument on Town property.

The rewritten policy is separated into the following ten (10) sections:

1. Purpose - outlines the purpose of the policy and provides examples of monuments.
2. Standards for New Donations - Addresses acquisition/ purchase of monuments, appearance and aesthetics, maintenance, repair, and cost.
3. Procedure for Making a Donation - Describes the procedure to make donations.
4. Criteria for Acceptance - Outlines criteria for acceptance including guidelines and approval by the Recreation and Park Commission. Three of the six guidelines in the existing policy are listed in this section, including the guideline added at the request of the Town Council in 2019. The three guidelines that were omitted are addressed in other sections of the new policy.
5. Donation Acknowledgement/Memorial Plaques - Standardizes the size and text on memorial plaques.
6. Monuments - Prohibits the installation of monuments resembling those typically found in cemeteries.
7. Other Donations - Addresses additional donations other than those specifically listed in the policy.
8. Conditions - Outlines installation and removal or relocation of monuments.
9. Maintenance and Repair - Addresses long-term maintenance, life cycle, and replacement of the monument.
10. Equity - Provides information regarding funding to assist with the financial burden associated with the purchase and installation of monuments on Town property.

See Attachment B - Town Policy for Memorials and Donations Located on Town Property (Draft Jan 2024) and Attachment C - Town Policy and Application Form for Monuments on Town Property (Updated 2019).

The "Application Form" portion in the existing policy was updated to reflect the new policy and separated into a stand-alone document. See Attachment D - Application for a Memorial/ Donation Located on Town Property (Draft Jan 2024)

The Policy was presented to the Recreation and Parks Commission during their March 11<sup>th</sup> 2024 meeting. The Recreation and Parks Commission voted to recommend Council approve the rewritten policy.

**FISCAL IMPACT:** Applicants are responsible for the cost of the monument and installation. The rewritten policy includes an equity component to assist with the financial burden associated with the purchase and installation of monuments. The funds, estimated at \$4,000, will be requested in Public Works FY25 budget. Additionally, there will be a staff impact associated managing the program.

**RECOMMENDATION:** Town staff recommends approval of the resolution to adopt the rewritten policy.