

**Special Committee on Historical Remembrances  
MEETING AGENDA**

Tuesday, November 27, 2018  
1:30 PM  
Lynwood Roberts Room, 1<sup>st</sup> Floor, City Hall

Tape No. \_\_\_\_\_

Carol Owens, Chief of Legislative Services

**Scott Wilson, Chair**

Greg Anderson

Anna Brosche

Terrance Freeman

Reggie Gaffney

Tommy Hazouri

Sam Newby

Legislative Assistant: ~~Melanie Wilkes~~

Office of General Counsel: Peggy Sidman

Office of General Counsel: ~~Paige Johnston~~

Council Auditor: Kim Taylor

Research Asst.: Yvonne Mitchell

Mayor's Office: Jordan Elsbury

**Meeting Convened:**

**Meeting Adjourned:**

1. Call Meeting to Order
2. Provide overview of research requested at last meeting  
Yvonne Mitchell, Research Assistant
3. Criteria for installation future Historical Remembrances  
Bill Killingsworth, Director of Planning and Development  
John Pappas, Director of Public Works  
Daryl Joseph, Director of Parks and Recreation
4. Public Comment
5. Adjourn

**\*\* Other items may be added to the agenda at the discretion of the Chair. \*\***

# Marker Approval Process

November 27, 2018

1- Pre-Application - meeting with Planning and Development to discuss the project and the process. The meeting is not a review or approval

2-Submit app-(12 copies or electronic submittal)

(a)Project name-max 30 characters

(b) Applicant info with signature and date

(c) Request and materials (include what it is i.e. statue, sign, sculpture, mural and what it will be made of)

(d) Location site including site plan-drawn to scale clearly depicting proposed project and location

(e) Elevations, architectural renderings, or anything else that may represent the vision of the project

(f) Project description

(g) Justification for the project

1-discribe historical significance in detail by<sup>i</sup>

(a) Providing narrative for the project that ensures the project depicts all perspectives and represents all stakeholders

(b) Describes how it celebrates Jacksonville's history and/or citizens

(c) Describe how the project specifically connects to the actual site

(d) Copies of the primary sources used for the narrative

2-Must be at least 30 years in the past<sup>ii</sup>

3-Provide evidence that the project will not have a negative impact on future development or use of the site

(h) Budget including information on how the project will be funded and maintained for the future

1- Must have a maintenance plan

2- Must have demonstrated resources to maintain the object (i.e. board in place or trust)

3- insurance/bond from Risk Management?

4- Restoration plan for any city owned objects that may be impacted by the instillation

(i) Demonstrate the project meets ADA requirements and is open and accessible to the public (not in any area that is restricted to the public)

(j) Application Sufficiency review fee: to be paid at the time of the application submittal to PDD

(k) Application fee shall be paid upon the time the application is deemed sufficient by the Planning and Development Department

(l) Notice fee **including newspaper ad, 350?, signs?**

3-Staff review-HP for sufficiency

Circulation to various departments:

Parks, Engineering, Public Works, Development Services, Building Inspection Division, Current Planning-Zoning, Risk Management, Real Estate, Special Events, and any other relevant agencies as needed based on the nature of the application.

4-Staff Recommendation after all recommendations are received from various depts.

5-JHPC public hearing

6-Appealable to City Council

7-Installation and/or Reveal

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<sup>1</sup> Similar to the State of Florida Historical Marker Program & the City of Winston- Salem NC historic Marker Program

<sup>2</sup> Similar to the State of Florida Marker Program requirements



## City Monument Donation Evaluation Criteria Department of Public Works

11/9/18			
<b>Public Works Department Focus:</b> <ul style="list-style-type: none"><li>• Public Property<ul style="list-style-type: none"><li>○ Public Safety<ul style="list-style-type: none"><li>▪ Site Distance Impacts</li><li>▪ Pedestrian Impacts</li><li>▪ Bike Impacts</li></ul></li><li>○ Infrastructure<ul style="list-style-type: none"><li>▪ Utility Impacts (surface/above surface/below surface)</li><li>▪ ADA Impacts</li><li>▪ Site Grading/Drainage Impacts</li></ul></li><li>○ Maintenance<ul style="list-style-type: none"><li>▪ Requirements<ul style="list-style-type: none"><li>• Annual</li></ul></li><li>▪ Cost Responsibility</li></ul></li></ul></li><li>• Public Buildings<ul style="list-style-type: none"><li>○ Building Structural Impacts</li><li>○ Building Functionality Impacts</li><li>○ ADA Impacts</li><li>○ Utility Needs Impact (building facility connections)</li><li>○ Maintenance<ul style="list-style-type: none"><li>▪ Requirements<ul style="list-style-type: none"><li>• Annual</li></ul></li><li>▪ Cost Responsibility</li></ul></li></ul></li></ul>			

### **Public Works Department Evaluation Criteria:**

- Donor Installation Criteria...specific installation requirements must be provided to properly evaluate impacts
  - Site improvement requirements
    - Location
    - Survey...to ensure location does not adversely impact
      - Vehicle Site-Distance
      - Functionality of the Public Space or R/W
      - ADA access
      - Existing Utilities
    - Grading (ensure no adverse impacts to drainage)
    - Utility needs & plan to provide (power/lighting/water/etc.)
  - Foundation/Anchoring or Mounting (on/in City Facility) requirements
    - Analysis of identified location to determine all improvement needs to accommodate the item (structural foundation required to accommodate the item and/or strengthening of building to accommodate the item)
    - Detailed design (if necessary)
  - Landscaping (if necessary)
  - Permitting (Donor must provide appropriate Permit)
    - If in Public R/W
      - Permit thru Development Services
      - Permit thru FDOT (if State R/W)
    - If on a Public Building
      - Permit thru Building Inspection Division
  - Cost estimate for Installation
  - Responsibility for Installation cost
  
- Donor Maintenance Criteria
  - Detailed operations & maintenance requirements
    - Method of maintenance
    - Frequency of maintenance
    - Specific materials/tools required for maintenance
  - Estimated annual cost for Operations & Maintenance
  - Responsibility for Operations & Maintenance

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Installation Criteria- Parks, Recreation and Community Services (PRCS) Department

PRCS Department's park land contains statues and other historical memorials, the questions below are designed for the review of new Memorials. The questions below will be utilized as part of the application process taken by Planning Department.:

<b>1. The proposed site</b>			
	YES	NO	POINTS
Is the proposed memorial site assigned to PRCS			
Is COJ the sole owner of proposed park site			
Deed restrictions			
Land use/zoning restrictions			
Grant restrictions			

<b>2. Every neighborhood has character and every park has a plan</b>			
	YES	NO	POINTS
Does park size support proposed feature			
Does proposed memorial size fit within the proposed spaces: (5'x7', 8'x8')			
Does proposal interfere with existing programming/existing park use			
Does proposal obstruct views of other amenities			
Is proposal appropriate to the character of the park			
Are there existing memorials at the requested			
Does the proposal require additional security			
Is proposal consistent with long range plan of the park land			

<b>3. Are existing amenities sufficient for additional visitors to the park?</b>			
	YES	NO	POINTS
Parking			
Lighting			
Utilities			
Restrooms			
Seating			
Trails/other complementary activities			

<b>4. Are there additional costs for this project that will be assigned to PRCS?</b>			
	YES	NO	POINTS
Installation cost			
Maintenance costs			
Utility costs			
Increased cost of maintenance of the surrounding park			