

Special Committee on Historical Remembrances
MEETING AGENDA

Tuesday, March 12, 2019

1:30PM

Lynwood Roberts Room, 1st 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: Ladayija Nichols

Office of General Counsel: Peggy Sidman

Counsel Auditor: Tommy Carter

Research Asst: Yvonne Mitchell

Mayor's Office: Jordan Elsbury

Meeting Convened:

Meeting Adjourned:

1. Call Meeting to Order
2. Jason Teal- Application Process
3. Christian Popoli- Criteria & Review of Application
4. Peggy Sidman- Proposed Policy
5. Public Comment
6. Adjourn

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

STAFF USE ONLY

APPLICATION #: _____ DATE SUBMITTED: _____ DATE FOUND SUFFICIENT: _____

**PERMANENT HISTORIC MONUMENT APPLICATION
PART I—CONCEPTUAL DESIGN REVIEW**

INSTRUCTIONS: Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

A. GENERAL INFORMATION

1. Property identification and location:

Property Identification Number (RE#): _____

Attach legal description of property.

Address of property:

General Description: Between Streets _____ & _____

City or County Park+

Public Right of Way

Public Building

Other*

*

For other locations not categorized as one of the above three

+ For proposed monuments within City Parks, please complete and include the Parks Matrix

2. Applicant Information:

Last Name: _____ First Name: _____

Company or Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Email Address: _____

3. Agent Information

Last Name: _____ First Name: _____

Company or Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Email Address: _____

B. PROJECT DESCRIPTION

1. Project name (max 30 characters)

2. Request / Project Description
(E.g. A marker that honors the past mayors of the City of Jacksonville)

3. Materials
(Include what it is i.e. statue, sign, sculpture, mural and what it will be made of)

4. Elevations, architectural renderings, or anything else that may represent the vision of the project, scaled to show size and massing. Preliminary plans should be scaled to 11 X 17
(Electronic copies preferred)

5. Scaled Site Plan showing the general location of the site/park/road and the specific location of the proposed monument.

C. JUSTIFICATION

1. Please provide a narrative that covers the history of the subject matter for the monument. The narrative should include citations for all primary and secondary sources. If such sources are not readily available, please provide copies or excerpts of the information for staff to review. The narrative should address the following general information:
 - i. Describe how the project celebrates the history of City of Jacksonville or Duval County and/or its citizens.
 - ii. Describe how the project specifically relates to the location chosen for the monument site
 - iii. Describe how the project reflects all perspectives of the subject matter and does not favor one perspective on the subject matter.
 - iv. Explain how the proposed monument will not appear to a reasonable person to be promoting, favoring or inhibiting any religion.
 - v. If the project is to honor a person, demonstrate that the person has been deceased for at least 30 years
 - vi. If the project is to honor an event, demonstrate that the event, or most significant part of the event, took place over 30 years ago.
 - vii. Consider how your project will address the following criteria:
 1. Is the significance of the subject matter high enough to warrant a public presence?
 2. Does the proposed monument have local relevance to the history and development of the City of Jacksonville, Duval County or the State of Florida?

3. Does the proposed monument depict all perspectives of the subject matter? Does it present a balanced and impassionate review of the event, person or location?
4. Is the subject matter commemorated elsewhere in the County? Is it distinct and original, and does not duplicate other existing monuments?
5. Is the proposed monument location the site of a significant even in the history of the City, County or State event? *(e.g. site of a speech, at least 30 years in the past)*
6. Is the proposed monument location identified with a person or persons who significantly contributed to the development of the City, County or State, and has been deceased for over 30 years? *(e.g. place of birth, death or event)*
7. Does the proposed marker reflect a larger connection to the community as a whole, and not only to one distinct group?
8. Does the proposed monument and message reflect the City's overall position on the proposed subject?

D. PROPOSED LANGUAGE FOR MONUMENT

1. Please provide the proposed language that will describe the subject matter to be honored. *(language should be concise and projects a clear but succinct message about the subject matter. All proposed language is subject to approval and potential modification by the City. The proposed language will be reviewed as "government speech" and must be presented as a position that is reflective of the City and its values.)*

E. PART II APPLICATION ACKNOWLEDGMENT

1. The applicant understands and accepts that the proposed project is subject to a second application and review. The Part II application will potentially require professional design and engineering, as well as details on the financial commitment for long-term maintenance of the proposed monument. Approval of the Part I application will not entitle the applicant to construct any monument, but will only consider the proposed design in concept. There may be significant investment required in a design professional to successfully complete a Part II application. The Applicant should discuss this with Planning Staff prior to submittal of the Part I application.

I hereby acknowledge the above disclaimer and understand my potential obligations to complete a Part II application after the Commission has reviewed my Part I conceptual design:

Signature _____ Date _____

INSTRUCTIONS AND PROCESS

1. Before any Part I application will be deemed sufficient, a pre-application meeting with Planning Staff must be held. At this meeting, Planning Staff may direct you to meet with other City Departments as needed, such as Public works (for right-of-way locations) or Parks (for locations in City Parks). These agencies may have additional requirements for documentation that must be included with your application.
2. You will submit the Part I application with all required documentation. This includes any renderings and supplemental documentation or research. The Part I application will be circulated among other City Departments for review and comment; this can include but are not limited to Public Works, Parks and Risk Management.
3. Planning Staff will review the application to ensure it is complete and sufficient to make a determination and recommendation to the Jacksonville Historic Preservation Commission
4. Staff will prepare a list of property owners and neighborhood agencies to be notified of the public hearing. This list will meet the notice requirements contained in Chapter 656 as they pertain to applications for rezoning.
5. Staff will prepare a newspaper ad meeting the notice requirements contained in Chapter 656 as they pertain to applications for rezoning. Staff will prepare notice signs to be placed every 200 feet along each property line that faces a public street.
6. Staff will prepare an invoice for the applicant to include the base fee and a \$7.00 charge for each letter to be mailed. The fee for the newspaper ad will be paid by the applicant directly to the newspaper in which the ad is placed. The City will place the ad.
7. Once the application invoice has been paid, staff will prepare a report for the Commission, to be presented at the next scheduled Monuments Special Hearing of the Jacksonville Historic Preservation Commission. The Commission holds hearings on proposed monuments twice a year. Applications not received at least 3 months in advance of the next scheduled meeting will be placed on the following meeting agenda.
8. The applicant will be sent a copy of the staff report with the Planning Department's recommendation, at least two weeks prior to the special hearing.
9. The applicant will have the opportunity to make a presentation to the Commission, where images and other visual aids maybe used. If the applicant or applicants do not attend the meeting, the item will be deferred until the next special meeting.
10. The Commission will give the public an opportunity to speak on the proposed monument and its proposed location. Comments will be limited to 3:00 minutes per person or as determined by the Jacksonville Historic Preservation Commission.
11. The Commission will render a final decision on the proposed Part I application at the hearing.
12. If the proposed application is approved, the applicant may then prepare the required documents for submittal of the Part II application. If the application is denied, the Commission will not consider the Part II application. No construction or engineering of the proposed monument should be undertaken without an approved Part I application.

"Monuments" are markers, statues, murals and other similar permanent installations intended to express Government Speech, as further described in this policy, and which are installed by the City on public property, or which are accepted by the City and installed on public property with City permission. Monuments may be in various forms including statues, State of Florida Markers and plaques among other forms of monuments as determined by the City.

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 section. The City's decision to accept a donated Monument may also depend upon the site considerations, among other factors. The City may from time to time, at 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 meets all of the other criteria set forth in this section and in any related administrative guidelines or procedures. After City's acceptance of a Monument and subject to City's explicit approval of installation of the Monument upon City property, title to the Monument shall vest with City and the City may remove, relocate and shall otherwise have sole control over the Monument. Temporary informational or tourist related installations that are for less than 24 months and sponsored or approved by the City, shall be exempt from these requirements

Questions for consideration:

Should this process limit the amount of applications or the number of meetings to be held by the Commission?
(Such as two meetings per calendar year or fiscal year)

Should there be some form of contract, such as the "friends of Hemming Park" for any permanent improvements to a city property? If so, JHPC is not authorized to enter into contracts on the City's behalf.

Do we want to include the appeal procedure on this form?

STAFF USE ONLY

APPLICATION #: _____ DATE SUBMITTED: _____ DATE FOUND SUFFICIENT: _____

**PERMANENT HISTORIC MONUMENT APPLICATION
PART II—FINAL DESIGN REVIEW**

INSTRUCTIONS: Read the attached instructions carefully before completing this application. Your application cannot be evaluated unless it is complete and all required supporting materials are provided. In the event of any discrepancy between the application form and other supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence. Type or print clearly in black ink. If additional space is needed, attach additional sheets.

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Address of property:

_____ & _____
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* _____
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2. Applicant Information:

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Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Email Address: _____

3. Agent Information

Last Name: _____ First Name: _____

Company or Organization Name: _____

Mailing Address: _____

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Daytime Phone Number: _____ Email Address: _____

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4. Elevations, architectural renderings, or anything else that may represent the vision of the project, scaled to show size and massing. Preliminary plans should be scaled to 11 X 17
(Electronic copies preferred)

5. Scaled Site Plan showing the general location of the site/park/road and the specific location of the proposed monument.

C. PART I APPLICATION AND FINAL ORDER

1. Please provide your approved Part I application and final order as an attachment to this application.

D. DESIGNS AND ENGINEERING

1. Plans must be submitted to the Planning Department, scaled to 11 X 17 or larger. If submitted electronically, they should be in PDF format and rendered in detail with a scale and any other details to determine size and massing.
2. Plans must include the following at a minimum:
 - i. Proposed Site improvement requirements
 - ii. Location within the proposed property / park/ right-of-way
 - iii. Site plan to ensure location does not adversely impact the site.
 - iv. Vehicle Site-Distance / Vision Triangle
 - v. Functionality of the Public Space or R/W
 - vi. Demonstrate the project meets ADA requirements and is open and accessible to the public (not in any area that is restricted to the public)
 - vii. Existing Utilities
 - viii. Grading (ensure no adverse impacts to drainage)
 - ix. Utility needs & plan to provide (power/lighting/water/etc.)
 - x. Foundation/Anchoring or Mounting (on/in City Facility) requirements
 - xi. 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)
 - xii. Detailed design (if necessary)
 - xiii. Landscaping (if necessary)

E. BUDGET AND FINANCES

1. The estimated cost for Installation and party or group that will fund the installation.
 - i. Provide any incorporation documents or other information of the organization and fundraising to provide sufficient funds for the installation.

F. MAINTENANCE PLAN

1. Must have demonstrated resources to maintain the object (i.e., board in place or trust) / Who will be responsible for operations & maintenance
2. Maintenance Plan must include the following:
 - i. insurance/bond:
 1. For work in City right of way, a right-of way permit and bond are required.
 2. Other bonds as required by public works, parks or FDOT
 - ii. Restoration plan for any city owned objects that may be impacted by the installation
 - iii. Method of maintenance
 - iv. Frequency of maintenance
 - v. Specific materials/tools required for maintenance
 - vi. Estimated annual cost for Operations & Maintenance

G. PERMIT REQUIREMENT ACKNOWLEDGMENT

1. The applicant understands and accepts that the proposed project is subject to various City and State permits, and these permits must be obtained prior to the initiation of any construction or site work. Failure to obtain the necessary permits may result in the revocation of the projects Part I & II approval.

I hereby acknowledge the above disclaimer and understand my potential obligations obtain all required permits from the appropriate City or State agencies:

Signature _____ Date _____

INSTRUCTIONS AND PROCESS

1. Part II applications must be deemed sufficient to be placed on any agenda for consideration by the Jacksonville Historic Preservation Commission.
2. The Part II application includes detailed design and construction plans that must be reviewed by the relevant Departments of the City such as Public Works, Parks, Risk Management and others. These Departments will make a finding as to whether they support the submitted designs. If any department finds a deficiency with the proposed designs, the application may be placed on hold until the issues are resolved.
3. Once staff have reviewed your Part II application, it will be placed on the agenda for the next Special Meeting of the Commission. If the proposed application is in substantial compliance with the Part I approval and has a positive finding by the relevant City Departments, the application may be placed on the Consent Agenda.
4. Once the Part II application has received final approval, the project may move into the permitting phase.
5. Once all required permits are approved, the project can begin construction.

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Special Committee on Historical Remembrance

November 27, 2018

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.:

1. The proposed site			
	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			

2. Every neighborhood has character and every park has a plan			
	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			

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

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



JACKSONVILLE CITY COUNCIL
RESEARCH DIVISION

SPECIAL COMMITTEE ON HISTORICAL REMEMBRANCE
MEETING MINUTES – 2nd AMENDED
Lynwood Roberts Room, 1st floor, City Hall
November 27, 2018
1:30 p.m.

Location: Lynwood Roberts Room, 1st floor, City Hall – St. James Building, 117 West Duval Street

In attendance: Council Members Scott Wilson (Chair), Anna Lopez Brosche, Terrance Freeman, Reggie Gaffney, Tommy Hazouri, Greg Anderson

~~Excused:~~ Council Member Hazouri

Also: Council Members Lori Boyer, Randy White and Jim Love (arr. 2:18); Tommy Carter – Council Auditor’s Office, Peggy Sidman and Steve Durden – Office of General Counsel; Tracey Lockley – ECA, Group 5 At-Large; Jackie Lee – ECA, District 4; Crystal Shemwell – Legislative Services Division; Jeff Clements – Council Research Division; Stephanie Burch – Neighborhoods Department; John Pappas – Public Works Department; Bill Killingsworth – Planning and Development Department; Chiquita Moore – Mayor’s Office; Daryl Joseph – Parks, Recreation and Community Services Department

See sign-in sheet for additional attendees.

Meeting Convened: 1:33 p.m.

Chairman Scott Wilson called the meeting to order, and the attendees introduced themselves for the record.

In the absence of Yvonne Mitchell of the Council Research Division, the presentation on her research was postponed to the next meeting.

Chairman Scott said that the City currently does not have standard policies or procedures for the acceptance of statues, memorials, or other physical remembrance items. Bill Killingsworth, Director of the Planning and Development Department, discussed a proposal for an approval process for that purpose. The Planning Department staff would accept applications from outside persons/entities which would be reviewed and a recommendation made by Planning staff, then reviewed and a final decision made by the Historic Planning Commission. Appeals of decisions of the commission would go to City Council. Applications initiated by the City itself could be developed by the Planning Department and recommended by the Historic Planning Commission to City Council for a final decision. An application would require information about the applicant, about the subject proposed to be commemorated, site and

design information, future maintenance provisions, insurance requirements (from Risk Management Division), etc. He noted that designation of a historic building or site requires that they be at least 50 years old, the State of Florida historic marker program requires a 30 year threshold for the event/person, City honorary street naming requires the honoree to be deceased for 5 years.

In response to a question from Council Member Boyer about whether this process would be applied to any donation of a marker or other item to the City, Mr. Killingsworth said that he envisioned this process applying only to historic markers or statutes; other non-historic items could be routed through the Art in Public Places process for consideration. In response to another question from Council Member Boyer about non-permanent markers (such as plaques or stickers relating to historical tour sites), Mr. Killingsworth said that all sorts of items might benefit from going through the proposed review process, regardless of their historic nature, to give the City some degree of review and control over placement, maintenance and removal. Council Member Hazouri suggested the need to adopt policies regarding removal, relocation and/or replacement of existing monuments, statues, markers, etc. since that issue is part of what caused the Special Committee to be appointed in the first place. Mr. Killingsworth said that a time period for future review (perhaps 20 years) could be established so that monuments, markers, etc. get reviewed in the future for continued suitability, condition, etc. Council Member Boyer said that the Art in Public Places Commission would like to have a role in overseeing the maintenance and review of all public art, not just the pieces that the commission actually commissioned and had installed. She recommended caution in establishing policies dealing with removal of existing items, because that could hinder the ability of the City to undertake projects like remodeling parks that shouldn't have to go through a time-consuming review process.

Public Works Director John Pappas distributed and discussed a document showing the Public Works Department's interest in the installation of monuments, statues, etc., including pedestrian and bicycle impacts, sight line impacts, utility impacts, Americans with Disabilities Act impacts, maintenance responsibility and costs, building structural and functionality impacts, and the like. He discussed another list of questions that would relate to a donated statue or monument and the types of questions the department would need to have answered regarding the location and installation of a monument, including drainage, landscaping, foundation, utility, and other requirements, permitting, right-of-way impacts, etc. Installation and maintenance responsibility and costs need to be known in advance.

Council Member Boyer noted that the Downtown Design Review Board also has a role in the installation of artworks in the downtown area, so they may need to be involved in the application and permitting process as well.

Daryl Joseph, Director of the Parks, Recreation and Community Services Department, distributed and discussed a document proposing installation criteria for items in parks and recreational areas. The criteria cover 4 basic issues: 1) Where is the proposed site and is it sufficient and permitted? 2) Every neighborhood has character and every park has a plan; 3) Are existing amenities sufficient to serve additional visitors to the park? 4) Are there additional costs for this project that will be assigned to the department?

Council Member Hazouri urged that the three departmental issue/criteria lists be combined into a single application document and review process in a single location. Mr. Killingsworth said that the application could contain check boxes for different scenarios (publicly vs. privately initiated, location in a park vs. other public property, publicly vs. privately maintained, etc.) that would trigger different reviews by different affected departments. Council Member Anderson said that evaluation of the context of the site will be important, but that can be subjective. Mr. Killingsworth said that evaluation would be under the purview of the Historic Preservation Commission to determine appropriateness. Council Member Boyer asked if the proposed processes would apply only to third-party initiated donations or to City-initiated

projects as well. Mr. Joseph said that his criteria were intended to apply to donated monuments, not City of Jacksonville-initiated projects.

Motion (Hazouri): direct OGC to draft legislation reflecting the committee's discussion today and present it to the committee for consideration at a future meeting – **approved unanimously.**

Council Member Boyer said that the Tourist Development Council has been in discussion with Visit Jacksonville Inc. about the development of several historic walking tours in areas around the city that would involve wall-mounted or ground-mounted markers or signage, and expressed the hope that the criteria and application process being contemplated would not be cumbersome or problematic to that effort. She suggested the possibility of some *de minimus* size below which City review would not be required.

Chairman Wilson said the committee will meet again in two weeks on a date to be determined.

Public comment

Ayesha Covington of Brooklyn said that she is working on getting more of Jacksonville's African-American history commemorated and publicized and hoped that the new processes would not be burdensome on her efforts

Seber Newsome said that his perception of Council Member Hazouri's earlier comments is that he wants to remove monuments, which will be very controversial to the community. He favors putting up more monuments to commemorate every part of Jacksonville history, not taking anything down.

Council Member Hazouri said that he wants the processes being discussed to cover every angle – installation, relocation and removal of monuments – but is not advocating for the removal of any existing monument.

Stanley Scott of the African-American Economic Recovery Think Tank said that this discussion of commemoration of all parts of the community is long overdue in Jacksonville. Everyone's history is important and deserving of remembrance and equality of outcome. Money is always a crucial issue in Jacksonville and no one has mentioned providing any money for monuments. He believes the city lacks leadership.

Chris Elands advocated against the removal of any existing monuments to persons who served in the military. The city needs to add more monuments to everyone who served, not remove any, which will offend a portion of the community unnecessarily.

Meeting adjourned: 2:40 p.m.

The written minutes of this meeting are an overview of the discussion. The audio version of the meeting is filed in the Office of Legislative Services.

Minutes: Jeff Clements, Council Research Division
Jeffc@coj.net, 904-630-1405
11.28.18 Posted 11:00 a.m.

Tape: Special Committee on Historical Remembrance 11.267.18 – Legislative Services Division

CITY OF JACKSONVILLE
MONUMENT POLICY

I. INTRODUCTION

The City may, from time to time, decide to install permanent outdoor Monuments on City property to provide the City's commemoration of persons or events, or for other reasons. By placing Monuments on City property, the City intends only to engage in providing its message 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: A monument conveys a powerful connection between the City of Jacksonville 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, in its sole discretion, accept or reject any proposal for a Monument and will determine the appropriate site for any and all City Monuments.

II. MONUMENT DEFINITION.

Monuments means markers, statues and other similar permanent installations, as further described in this policy, and which are installed by the City on City property, or which are accepted by the City as the City's Monuments and installed on City property. The City must approve, accept or decline any Monument offered to the City and approve materials, size, design and specifications. The City seeks to create a simple review process which will include review of location or placement, materials, size, design, specifications and costs including costs of maintenance.

III. CITY MONUMENTS.

The City may install or accept City-approved Monuments on City property as the City's message to viewers of the monument, for reasons such as recognition of significant events or people or to provide information from the City. The City may consider, among other matters, the following:

- (1) Whether the subject matter has such significance to warrant a public presence.
- (2) Whether the proposed monument has relevance to the history and development of the City of Jacksonville or the State of Florida.
- (3) Whether the proposed monument depicts multiple perspectives of the subject matter and whether it presents a balanced and impassionate review of the event, person or location.
- (4) Whether the subject matter is commemorated elsewhere in the County and is distinct.
- (5) Whether the proposed monument location is the site of a significant event in the history of the City, County or State? (*e.g. site of a speech, at least 30 years in the past*)
- (6) Whether the proposed monument location identifies with a person or persons who significantly contributed to the development of the City or State, and has been deceased for over 30 years? (*e.g. place of birth, death or event*)
- (7) Whether the proposed marker reflects a larger connection to the community as a whole, or to a distinct group.
- (8) Whether the proposed monument and its message reflect a message the City would like to adopt as its own.

IV. ADMINISTRATION OF THE POLICY.

The Jacksonville Historic Preservation Commission ("JHPC") may approve or deny monument proposals in accordance with the administrative guidelines and procedures established to implement this Policy, including without limitation, designation of locations deemed amenable to Monuments.

The Planning and Development Department shall establish a Historic Monument application and process. A copy of a draft of the Historical Monument Application and

Instructions is attached hereto as **Exhibit A**, which may be amended from time to time.

V. 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 or maintain Monuments, rather than the donation of a completed Monument.

However, the City may from time to time, at City's sole option, consider accepting a completed Monument, provided that the City chooses such Monument as its own pursuant to the criteria set forth in this Policy and in any related administrative guidelines or procedures. After City's acceptance of a Monument and subject to City's explicit approval of installation of the Monument upon City property, title to the Monument shall vest with City and the City may remove, relocate and shall otherwise have sole ownership and 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. In general, 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.

VI. REVIEW PROCESS.

The review will take place in two steps. The Historic Preservation Section of the Planning and Development Department will provide the initial screening of all Monument proposals (Historic Monument Application Part I) in conjunction with the appropriate departments to determine if the monument proposal complies with this Policy. The Historic Preservation Section staff, in conjunction with input from the appropriate departments, will prepare a staff report and forward it to the Jacksonville Historic Preservation Commission (“JHPC”) for consideration. The JHPC will decide whether to forward the monument proposal for further review or whether to decline further consideration. If the JHPC decides to forward for further review, the applicant will be requested to complete the Historic Monument Application Part II. Pursuant to the directive of the JHPC, Part II of the Application will be recirculated to the appropriate departments for review, suggestions and conditions, relate to the final design and proposed placement. After compliance with Application Part I and II and positive findings from the departments, then the matter will be considered again for final determination by the JHPC.