



CITY OF IRVINE

ADMINISTRATIVE POLICY/PROCEDURE

TEMPORARY MEMORIALS

INTRODUCTION

PAGE: 1 of 2
EFFECTIVE: 12/15/16
REVISED: NA
APPROVED: 12/15/16

I. Purpose of Policy and Procedure

To ensure public safety and provide standardized procedures related to public interest in creating temporary memorials on public land (rights-of-way, roadsides, or other public land) for the purpose of memorializing tragic events (e.g. disasters, acts of terrorism or violence, traffic or military fatalities or accidents).

II. Definition – Temporary Memorials:

Temporary memorials are those created promptly in response to a recent tragic event or anniversary of such an event that are placed at the site or at a publicly visible location to express respect and sympathy for victims. Temporary memorials have usually contained materials that expire (such as flowers or plants) or, disintegrate (such as paper, cardboard or fabric), and are not permanently secured to public land or structures. (*Permanent memorial and recognition opportunities are outlined in City Council Resolution No. 07-24 attached as Exhibit 1*).

III. Temporary Memorial Guidelines

1. A copy of this policy will be placed on the City's web site for public awareness and reference. Prior to erecting memorials, individuals are encouraged to contact the City's Public Information Office via email: pio@cityofirvine.org or phone: 949-724-6077.
2. To ensure the public's safety while allowing for public expression of grief, temporary memorials may not:
 - a. Pose a hazard to the public in any manner;
 - b. Distract motorists, bicyclist and/or pedestrians;
 - c. Impede roadway and public rights-of-way (including pedestrian walkways and dedicated bike paths);
 - d. Hinder proper maintenance of public rights-of-way (including traffic signal controller cabinets and access to underground hand-hole boxes); or
 - e. Damage landscape, trees, buildings, utilities, structures or other public property. (See Irvine Municipal Code, Chapter 2: Encroachment Regulations.)
3. For the safety of the community, as administered and determined by the Department of Public Works, memorials presenting a safety or accessibility hazard, will be removed immediately. Conditions resulting in immediate removal include, but are not limited to:

- a. Unattended lit candles;
 - b. Structures that block or impede public rights-of-way or obstruct motorists' line of sight;
 - c. Unauthorized use of electricity obtained from site;
 - d. Attachment of any material to trees, shrubbery, sidewalks, curbs or site structures, including trash receptacles, benches, bus stops, traffic signal control devices, street signs, signals, poles, mast arms and controller boxes;
 - e. Offensive language or images; and
 - f. Graffiti.
4. Memorials may be removed upon request by an immediate family member of the relative being commemorated.
 5. Nonperishable items of significant value should not be placed at the site.
 6. Memorial items may be removed by the Department of Public Works after 30 days from when the memorial is initially created.
 7. Individuals who gather at the memorial site must comply with the law and conduct themselves in an orderly and peaceful manner and may not distract motorists or pedestrians.
 8. Questions or comments from the public regarding temporary memorials may be submitted to the Public Information Office via email to: pio@cityofirvine.org.

Additional resources:

- Exhibit 1- Irvine City Council Resolution No. 07-24 (Recognition and Naming Programs)
- For information regarding memorials on state owned highways, please visit <http://www.dot.ca.gov/trafficops/tcd/victims.html>.

Exhibit I

CITY COUNCIL RESOLUTION NO. 07- 24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE TO ESTABLISH POLICY FOR NAMING OF CITY STREETS, OFF-STREET TRAILS, PARKS, PARK FEATURES, COMMUNITY FACILITIES, AND OTHER CITY AMENITIES; TO FACILITATE RECOGNITION OF OUTSTANDING SERVICE AND/OR DONATIONS OF FUNDS AND PARK IMPROVEMENTS BY COMMUNITY MEMBERS; AND SUPERSEDING ALL PREVIOUS RESOLUTIONS AND POLICIES THAT ARE INCONSISTENT WITH THIS RESOLUTION

WHEREAS, the City Council approved "Procedures for Naming City Facilities and Amenities and for Recognizing Significant Contributions by Individuals (Living or Deceased)" within City Council Resolution No. 02-146, adopted October 22, 2002, and

WHEREAS, the Community Services Commission had previously adopted policies and procedures for naming public facilities and recognizing community members, some of which are currently in conflict with Resolution No. 02-146, and

WHEREAS, the City Council has an interest in establishing consistent procedures whereby Irvine parks, park features, off-street trails, community facilities and amenities, including streets, may be named, and it is appropriate to combine elements from the Community Services naming and recognition policies with procedures approved by City Council Resolution No. 02-146, and

WHEREAS, City Council also has an interest in acknowledging community members on a "Wall of Recognition" at Colonel Bill Barber Marine Corps Memorial Park,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRVINE does hereby resolve as follows:

SECTION 1. Adopt the attached "Naming and Recognition Procedures for City Parks, Park Features, Community Facilities and other City Amenities, including Streets" (inclusive of Exhibits A and B)

SECTION 2 Adopt the attached "Financial Contribution Recognition Program" (inclusive of Exhibit C)

SECTION 3. Adopt the attached "Wall of Recognition Program" (inclusive of Exhibit D)

SECTION 4. Adopt the attached "Park Improvement Recognition Program" (inclusive of Exhibit E)

SECTION 5. Resolution No. 02-146 and all previous resolutions, policies and procedures in conflict herewith are hereby superseded.

SECTION 6. This Resolution becomes effective immediately upon approval.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on the 13th day of March 2007.



MAYOR OF CITY OF IRVINE

ATTEST:



CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF IRVINE)

I, SHARIE APODACA, City Clerk of the City of Irvine, DO HEREBY CERTIFY that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Irvine, held on the 13th day of March 2007.

AYES: 5 COUNCILMEMBERS: Agran, Choi, Kang, Shea, and Krom
NOES: 0 COUNCILMEMBERS: None
ABSENT: 0 COUNCILMEMBERS: None



CITY CLERK OF THE CITY OF IRVINE

EXHIBIT A

NAMING AND RECOGNITION PROCEDURES FOR CITY PARKS, OFF-STREET TRAILS, PARK FEATURES, COMMUNITY FACILITIES AND OTHER CITY AMENITIES, INCLUDING STREETS

The following criteria and procedures shall be utilized in naming or renaming City streets, parks, park features, community facilities and other City amenities, including but not limited to all recreational amenities or structures (such as athletic fields and courts, recreation/community centers, public buildings, public off-street trails, arts facilities, groves and gardens).

1. Naming of Streets

City streets will be named in accordance with the procedures detailed in the Community Development Department's "Addressing and Street Naming Policy", unless City Council chooses to recognize an individual's outstanding contributions in accordance with item three following.

2. Naming of parks, park features, off-street trails, community facilities and other City amenities

City parks, park features, off-street trails, community facilities and other City amenities will be named by the Community Services Commission for any of the following: area in which they exist, geographical places, historical places and events. Names will be determined through the process detailed below (paragraphs "a" through "d"), unless the City Council chooses to recognize an individual's outstanding contributions in accordance with item three following.

- a) Whenever a park, park feature, off-street trail, community facility or other City amenity is to be named, the City will place a notice or ad in the local newspaper requesting that names be submitted for consideration.
- b) The Community Services Department shall receive recommendations for naming; submissions will be presented to the Community Services Commission for consideration.
- c) The Community Services Commission may solicit input from City committees or other Commissions; however, the Community Services Commission shall act as the final approval authority.
- d) The locations of the beginning and the end of trails to be named will be indicated in the staff report. The City shall use a standard street sign upon which trail names will be located. The number and locations of the signs will be designated at the discretion of the Public Works Director. Standard trail signs will be placed as deemed appropriate by the Director of Public Works, and as funding is available.

3. Community member recognition via the naming of streets, parks, park features, off-street trails, community facilities and other City amenities –

When the City Council chooses to recognize an individual's outstanding contributions in the naming of City streets, parks, park features, off-street trails, community facilities or other City amenity, the process and criteria detailed below are applicable. In instances of street naming, this process and criteria are applicable in addition to the procedures specified in the Community Development Department's "Addressing and Street Naming Policy".

Recognition Criteria -

- a) Nominees are now or have been an Irvine resident, been employed within the city of Irvine, been a student of an Irvine school, or shall have otherwise had a significant connection with the city; or
- b) Nominees are now or have been a community leader and have made a significant financial contribution toward the acquisition and/or development of the facility. "Facility" includes recreational or public structures, e.g., gardens, groves, fields and buildings; or
- c) Nominees have made outstanding contributions to the community as determined by the City Council. These contributions may include service, land, funds, securities or other valuable assets. "Contributions to the community" may include those in the fields of education, business, religious, service groups, and not-for-profit organizations.

Consideration shall be given to those individuals not overly recognized in the past. Facilities shall be named in honor of individuals that have not been previously named for other facilities.

Recognition Process -

- a) The Community Services Department shall receive proposals to recognize individuals on City-owned lands, with the exception of proposals initiated by individual City Council members which shall be submitted to the City Council directly. A list of naming opportunities is attached as Exhibit B.
- b) Completed proposals for recognition (other than City Council member proposals) will be agendized for the Community Services Commission. The Commission recommendations will be brought to the City Council for approval.
- c) The Community Services Commission may decide to solicit input from City committees or other City commissions prior to making its final recommendation to City Council.

- d) If City Council approval is received, costs involved in the naming of parks, streets, off-street trails, facilities, recreational amenities or structures other than those normally funded by the City or otherwise approved by City Council (such as statues, signage and plaques) will be borne by the applicant.
- e) Following receipt of any required funds, the City will implement the form of recognition approved by the City Council and the appropriate information will be added to the electronic registry of honorees on the City's website.

EXHIBIT B

LISTING OF NAMING OPPORTUNITIES

The following are examples of the naming opportunities that could be made available. Other alternatives may be added to this list as they are identified.

Civic Center

Council Chambers
Plaza
Lobby
Conference and Training Center
Meeting Rooms

Lakeview Senior Center

Entire building
Volunteer Center
Game Room

Rancho Senior Center

Entire building
Ballroom
Fitness Center
Multipurpose Room

Community Parks

Entire buildings
Fields and courts
Playgrounds
Multipurpose rooms
Patios
Amphitheater (TRCP)
Meeting Rooms
Trees
Tennis Complexes
Wilderness Center at Quail Hill

Colonel Bill Barber Marine Corps Memorial Park

Rose Garden
Future Gymnasium
Future Community Center

Fine Arts Center

Entire building
Lobby
Courtyard
Studios

Turtle Rock Nature Center

Entire Building
Classrooms
Trail

Bommer Canyon

Future Building
Trailhead

Central Bark

Animal Care Center

Entire Center
Individual Buildings

William Woollett Jr. Aquatics Center

Pools

Transportation Center

Operations Support Facility

Tennis Complex

Open Space

Trails and Trailheads

EXHIBIT C

FINANCIAL CONTRIBUTION RECOGNITION PROGRAM

The following establishes procedures for individuals to recognize friends and loved ones through monetary contributions to acquisitions, development and operational costs, special equipment, scholarships and a variety of programs within the City.

Process:

1. Donations shall be received by the City Clerk, who will coordinate with the appropriate staff to forward funds to the designated section's interest-bearing special fund account. No administrative fees will be deducted from contributions. Donors may specify in writing that funds be earmarked for acquisition, development, operational costs, special equipment, scholarships or a specific City program.
2. Donations of funds shall be mailed or hand-delivered to the City of Irvine, Attention: City Clerk, One Civic Center Plaza, P.O. Box 19575, Irvine, CA 92623-9575. Donors shall designate which program will be the recipient of funds received, the name of the individual or group being honored, the contact information for the donor and a name and address of an individual to be notified of the contribution. Only checks and money orders will be accepted. Contributions are tax deductible to the extent allowable by law.
3. The City Clerk will acknowledge the donation in writing. The individual being honored will be notified of the contribution. The donor name and contribution will not be revealed unless specified in writing by the donor.
4. The donation will be recognized in accordance with the City's donation acceptance policy (City Council Resolution 03-123 or as amended).
5. Donors may choose to donate to any of a number of programs.

EXHIBIT D

“WALL OF RECOGNITION” PROGRAM

Colonel Bill Barber Marine Corps Memorial Park

The following establishes a procedure for acknowledgement of community members via a “Wall of Recognition” and seating walls located at Colonel Bill Barber Marine Corps Memorial Park.

Wall of Recognition:

1. Requests for inclusion on the Wall of Recognition shall be submitted to the City Clerk in the form of a personal letter from the nominator which shall include the proposed honoree’s name and a justification for the recognition. The letter shall also include the nominator’s contact information and that of the honoree, if applicable.

Members of City Council may submit nominations to the City Council for consideration.

2. Nominations shall be submitted by, but are not limited to, the honoree’s family member, a member of the Irvine community, a local official, or someone from a non-profit organization or business with which the proposed honoree is affiliated.
 - d) Nominees are now or have been an Irvine resident. A resident is defined as an individual who has lived, been employed, or been a student of a school within the City of Irvine.
3. Nominees may be eligible for inclusion on the Wall of Recognition based on criteria such as, but not limited to any of the following:
 - Nominee has demonstrated creativity and/or initiative in providing service to the community
 - Nominee has provided long-term service to the community, the State or the Nation
 - Nominee has provided unique contributions that are marked by excellence and are worthy of honor
 - Nominee made a distinct, significant contribution to the betterment of the City
 - Nominee demonstrated exceptional determination, character, commitment, and/or leadership
 - Nominee died in the line of duty serving the City, the State or the Nation

4. Nomination letters meeting applicable criteria will be forwarded to the City Council for consideration at an upcoming meeting.
5. Honorees will be recognized with placement of a permanent standardized 3" x 6" plaque that includes honoree name, achievement (or reason for recognition) and date of recognition. Plaques honoring those military personnel who have died in the line of duty shall be installed at the Veterans' Memorial area in the park at the flagpole.
6. The appropriate information will be added to the electronic registry of honorees on the City's website
7. Costs for purchase, placement and maintenance of plaques will be borne by the City in appreciation of the individual's contributions.

Seating Walls:

1. Requests for recognition via plaques on the seating walls shall be submitted to the Community Services Department in the form of a personal letter which shall include the proposed honoree's name and reason for the recognition. The letter shall also include the nominator's contact information and that of the honoree, if applicable.
2. Nominations shall be submitted by, but are not limited to, the proposed honoree, the honoree's family member, a member of the Irvine community, a local official, or someone from a non-profit organization or business with which the proposed honoree is affiliated.
3. Nominees are now or have been an Irvine resident. A resident is defined as an individual who has lived, been employed or been a student of a school within the City of Irvine.
4. Nominees meeting the criteria will be recognized with placement of a permanent standardized 3" x 6" plaque that includes honoree name, achievement (or reason for recognition) and date of recognition. Costs for purchase, placement and maintenance of the plaque will be paid by the nominator or honoree, based upon agreement prior to the plaque's placement on a seating wall.

EXHIBIT E

PARK IMPROVEMENT RECOGNITION PROGRAM

The following establishes the procedure enabling individuals to recognize friends and loved ones through donation of materials, furniture and equipment. This recognition takes the form of planting and dedication of trees and ornamental plants in City parks and opportunities to donate City-approved benches, fountains or related park equipment.

Process:

1. Donations of materials, furniture, equipment or plants shall be submitted to and approved by the Community Services Department, which will coordinate with the appropriate staff as to any determinations for the type and/or placement of the park improvement. The Community Services Commission and City Council shall be notified of all park improvement donations.
2. Cost of the purchase and installation of the improvement (and plaque and/or dedication ceremony, if applicable) will be borne by the donor. Any surplus funds resulting from the donation will be held in an interest-bearing special fund account for maintenance of same. Donations may be accepted at any time.
3. Donors may participate by funding the following: a rosebush; a 15-gallon, 5-6 foot tree or a 24-inch box, 12-13 foot tree purchased and planted by Public Works; larger or specimen trees based upon special arrangement with the Public Works Landscape Section in accordance with the approved park planting palette. Pricing will be determined by the Director of Public Works.
4. Donors may participate by funding park furniture and equipment such as benches, drinking fountains and tables. Equipment selections must be made in conjunction with Community Services Department staff and meet City standards.
5. Donors of park improvements may provide recognition through a 3"x 6" bronze plaque purchased by the City and installed on a centrally located donor plaque; text is limited to "In Honor of _____" and dates or years.
6. Donors of major park improvement gifts (e.g., structure, play yard, courts) may elect to provide a dedicatory plaque not exceeding 10"x 12" with name, date and appropriate text not exceeding 25 words.
7. Small-plaque inscriptions will be approved by the Community Services Department. The Community Services Commission will approve large-plaque inscriptions upon recommendation by Community Services Department staff. No private advertising or permanent promotional signage is permitted.