

**SCOTTSDALE PUBLIC ART
MUNICIPAL/PORTABLE WORKS (SMPW)
COLLECTION POLICIES
(Section related to monuments and memorials)**

Section 5

d.

Monuments & Memorials

The APP Panel and/or SPA Board reviews all requests for donations. If the proposed gift is to be a monument/memorial it must meet the criteria as outlined in the Memorial Request Procedure (see ATTACHMENT #B-2.) Monument/memorial Guidelines and Procedures are subject to change and are updated periodically at the discretion of APP and the SPA Board. Memorial Guidelines are also available at www.scottsdalepublicart.org or by contacting the SPA Program.

e.

Citizen Initiated Artwork

The APP Panel and/or SPA Board reviews all requests for citizens initiated artwork related projects. Citizen Initiated Artwork guidelines are subject to change and are updated periodically at the discretion of APP and the SPA Board. Citizens who wish to site privately funded artwork or seeking funds to support citizen initiated projects must comply with the guidelines outlined in the Citizen Initiated Artwork Guidelines and Donation Procedures—available upon request from Public Art Collection Manager.

Citizen Initiated Guidelines and Procedures are also available at www.scottsdalepublicart.org or by contacting the SPA Program.

Attachment B-2

Monuments & Memorials Request Guidelines and Procedures

PURPOSE:

From time to time requests are received from individuals, groups, and/or organizations for permission to place monuments and memorials to an individual, organization or event.

The City of Scottsdale is committed to protecting its parks and public spaces while providing opportunities for appropriately designed monuments and memorials that honor individuals, organizations or events that are beneficial to the greater good of the community.

POLICY STATEMENT:

1. The Scottsdale Public Art Board and/or its Art and Acquisitions Panel (APP) will consider requests for monuments/memorials and has authority as to their acceptance, approval, placement, siting, and location.
2. Citizen and/or groups requesting monuments/memorials are encouraged to work with SPA staff to ensure that the artwork and design elements are of the highest quality.
3. The SPA Board has the authority to accept or reject all monument/memorial proposals.
4. The quality of timelessness should be considered in the significance of the individual, community or event being memorialized. Memorial proposals should be mindful of future generations.
5. Memorial proposals honoring individuals or a personal events should be represented in a form that has a broader community interest.
6. Memorials such as the *Mayor Herb Drinkwater Memorial* have been funded solely with donations and gifts and have not been funded with Art in Public Places funds. Generally monuments/memorials will be funded 100% by the individual and/or groups who initiate them.
7. It is recognized that a particular location may reach a saturation point and then appropriate limitations or a moratorium of future monument/memorial installations may be prohibited.
8. Maintenance concerns are a primary consideration, with adequate provision made for continued future maintenance. In all cases, permanent monuments/memorials should be made from durable materials that will stand up over time.
9. **Funding: Unless otherwise approved by the SPA Board, the donors of the proposed memorial are required to pay all inclusive costs for design, manufacturing, installation, and provide a maintenance endowment to ensure adequate quality of care for the memorial.**
10. The SPA Board will consider contributing funds to a community monument only when the memorial is for a broad community purpose that marks an event or person or group that has broadly affected the community. Generally, such projects will be supported with no more than a matching grant of equal or lesser value. Such funding must be

approved by the SPA Board and Scottsdale Cultural Council Board of Trustees.

11. This policy will serve as a guide for any monuments or memorials to be placed in parks or public areas within the SPA Board's jurisdiction as designated by the City of Scottsdale.

CRITERIA:

These criteria are intended to serve as guidelines for the reviewing body (the SPA Board and its APP).

1. The person or event being memorialized is deemed significant enough to merit such honor.
2. Simple plaques or the sponsorship of basic park amenities typically found in a park or public space (bench, tree or landscaping) in honor of a person need not meet the same level of significance as larger, complex and more elaborate memorials.

The city's Parks Department sponsors simple memorial projects such as memorial tree plantings should be contacted directly.

3. The monument/memorial represents broad community values and has been embraced and supported by the community the monument/memorial is intended to honor.
4. The monument/memorial has timeless qualities and makes a statement of significance to future generations.
5. **All decisions related to placement and location of the monument/memorial are under the authority of the SPA Board working in cooperation with the appropriate city staff and official (different sites will require different levels of review and approval).**
6. The proposed location under consideration is an appropriate setting for the monument/memorial; in general, there should be some specific geographic justification for the monument/memorial being located at that site/place.
7. The location of the monument/memorial will not interfere with existing and proposed circulation and use patterns.
8. The location of the monument/memorial will not be contrary to any public art masterplan, conceptual public art overlays, visionary master plans, or city adopted masterplans. Each request will be reviewed and a recommendation may still be made as to the appropriateness of the monument/memorial to the location and an alternate site may be recommended.
9. The quality, scale, and character of the monument/memorial is at a level commensurate with the particular location or setting.
10. The monument/memorial contributes to the site, setting from a functional or design standpoint.

11. The monument/memorial will be designed by a qualified artist and/or other design professionals in the field appropriate to the size scale and complexity of the proposal. Approval of the artist/artwork / memorial proposal is required by and subject to the authority of the SPA board.

BASIC CONDITIONS FOR APPROVAL:

1. **All Inclusive Costs:** Generally, the cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits, and all other associated costs will be funded by the requesting party(ies).
2. The monument/memorial proposal shall include all-inclusive costs and any exclusion shall be stated clearly in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the city that may include and not limited to: general liability, automobile insurance, professional liability insurance, performance insurance bonds, workman's compensation coverage and others as required by the city.
3. **Site:** All proposed monuments/memorials must relate to and support their proposed site and/or community. Any party proposing to install a monument/memorial may request three feasible sites for their project along with an explanation of the significance and relationship to each site.

The SPA board may designate a requested site or select an alternative site of their choosing.

4. **Maintenance:** In general, the SPA Board may consider funding routine maintenance of approved monuments/memorials, if the memorial meets standards for construction and materials and requires minimum routine maintenance
5. Complex or large monuments/memorials that require significant and costly maintenance may require insurance, bond or an endowment fund, and a maintenance schedule by the donor adequate to ensure its care conditions remain satisfactory to the donor and the SPA Board, and city.
6. The posted insurance or bond should also cover costs of installation and /or removal. If an adequate level of maintenance cannot be continued, the SPA Board reserves the right to remove or modify the monument/memorial or a portion of it.
7. **Wording on monument/memorial plaques:** Individuals and groups may be recognized for their contributions to a monument/memorial project. All text and design must be approved by the SPA Collection Manager prior to fabrication of plaque. Generally, the plaque will be funded by the applicant.

8. Monuments/memorials can be moved at the discretion of the SPA Board and APP (in cooperation with appropriate staff and city officials). Monument/memorial placements cannot be considered as permanent sites.
9. Monuments/memorials are subject to the same deaccessioning, decommissioning, and removal procedures as objects in the SMPW and SPA Collections.

APPROVAL PROCESS:

1. **Initial Feasibility Consultation:** Before proceeding with the subsequent steps of this process, applicants desiring to place a memorial or monument should submit a letter to the SPA Collection Manager that outlines in sufficient detail the main purpose and concept of their proposal.
2. Staff will then schedule a feasibility consultation, if the proposal is sufficiently complex, large or significant, with the applicant and advise him or her of the contents of this policy, the appropriateness of the proposed memorial or monument in light of the policy, and the necessary courses of action required to complete the application.
3. Staff will submit the applicant's preliminary proposal to APP for their approval before embarking on further costly planning and study. Depending on APP's action, the concept will be submitted to the SPA Board for its consideration.
 - **Written Proposal:** Once the initial feasibility of applicant's proposed monument or memorial has been established, applicant will be requested to submit a written proposal with as much information as possible as to the design, size and materials, appropriateness of preferred site, map identifying the proposed site(s), plaque wording, sketches, artists renderings and/or models, a rendering of the monument/memorial, and estimated costs.
 - **Maintenance Plan:** developed and approved with assistance from the SPA Collection Manager must also be submitted prior to final approval.
4. **Proposal Review:** The APP and SPA Board will review proposals and make a recommendation as to the quality, validity, and significance of the requested memorial .
5. The SPA Board will also consider availability and appropriateness of site(s) location(s), size, shape and design as well as general aesthetics in

its review. Proposal should be submitted to the SPA Board at least 30 days prior to its desired review.

6. **Conceptual Approval, Modification or Rejection of Request:** Upon completion of the proposal review, the SPA Board will recommend accepting, rejecting, or modifying the proposal.
7. **Appeal Process:** If the SPA Board recommends rejection of the proposal, applicants may request an appeal to the Scottsdale City Council.

Appeal process information is available on the program's website at Scottsdalepublicart.org.

8. Should conceptual approval with or without the recommended modifications be recommended by the SPA Board, the requesting party will then be required to complete the following steps before presentation to the Board for its approval:
 - Prepare any additional submission requests as required by staff, APP, or the SPA Board as part of the conceptual approval.
 - Provide evidence of financing or fund raising activities.
 - Submit proof of insurance requirements for review by staff.
 - Notify and submit conceptual proposal, if necessary, for review to the appropriate neighboring community meetings or business associations that may be affected by the location of the memorial. Provide staff with comments and feedback from these organizations.
 - Provide site plans, detailed design and schematic drawings as may be required. Work will be installed under supervision and direction of the SPA Collection Manager and appropriate city staff jurisdiction.
 - As is appropriate, provide documentation concerning the name of the foundry, the type of material, the type of coating and patina, and the artist conceptual idea for the memorial.

Once all the requirements listed above have been completed, the proposal will be placed on its regularly scheduled SPA Board meeting agenda. Applicants should allow at least 60 days for SPA approval after submittal of completed materials.

The SPA Board will consider all information, including APP's recommendation, staff(s) recommendation, the written proposal and concepts, and public testimony in its decision making process.

The SPA Board may authorize the placement of the proposed monument/memorial and may request further modification of the proposal.

The SPA Board may reject the proposal or it may request additional information on the before acting on the proposal.

The decision of the Board is final unless otherwise directed by the Scottsdale City Council as result of the appeal process.

If approved, the requesting party will be required to enter into a contractual agreement with the Scottsdale Public Art Program prior to commencement of fabrication of the work.