

**CITY OF PASADENA
PUBLIC PARK AND RECREATIONAL FACILITY
PARK MONUMENT POLICY**

I. INTRODUCTION

The City of Pasadena contains over one thousand acres of parkland, providing many opportunities for both active and passive recreation. Situated within these landscapes are many monuments, memorials, fountains, and statues, which have been added to the parks over the years.

In addition to monuments, there are two recognized works of Public Art in Pasadena parks as defined by the City of Pasadena Arts and Culture Commission. These are “Memorial Flagpole” by Lee Oskar Lawrie and “Union Soldier” by Theodora Alice Ruggles Kitson.

Because of the expanding nature of this collection, it is now important that the City work carefully with potential donors to find suitable locations and administer a policy regarding new monuments in City parks. With a limited number of available sites, some proposed projects may not be approved.

II. POLICY

Any person or organization may submit a request to place a monument in public spaces within the City of Pasadena through the Director of Public Works. The intent of the proposed monument should be to memorialize a person, place or event that is significant to Pasadena. Submissions should include a letter of intent and preliminary drawings. Staff will review the appropriateness of the donated subject as it relates to the site, the compatibility of the monument with the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues.

Public Artworks other than monuments and memorials must be evaluated by the Arts and Culture commission according to Public Art policy and guidelines. Public Artworks are designed by established artists and reviewed and approved through the City’s Public Art Program. To the extent possible, physical and/or permanent art and monuments in the city parks should be limited in order to minimize man-made elements in city parks except as approved through the City’s Public Art Program.

Prior to submittal of a proposed monument, the applicant should submit preliminary plans that provide ample detail for evaluation. It is also the applicant's responsibility to assure that the following guidelines are met:

1. **Site Specific:** monuments placed in parks should relate to the site in which they are placed through the use of compatible finishes and materials when possible and appropriate.
2. **Community Values:** All monuments in the City of Pasadena parks will reflect cultural and historical significance to the City or surrounding neighborhood.
3. **Monuments and Memorials:** Monuments and memorials should pertain to an individual or event that made a significant contribution to the community, country, state or field of parks and recreation.
4. **Public Art:** Proposed donations that are designated as Public Art by the Arts & Culture commission definition are subject to evaluation in accordance with the Arts & Culture Commission Public Art guidelines.

The City will evaluate proposed monuments based on the following criteria:

(a) Appropriateness

Most effective monuments are sited in spaces which bear a particular relevance to the subject of the piece. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather the vagaries of time, changing attitudes, etc. The City does not permit the installation of monuments to living persons, and usually a minimum of five years between an event and its commemoration is recommended, to allow for sufficient historical perspective.

(b) Compatibility

Most permanent monuments are likely to be situated within existing landscapes, and consideration must be given when designing the piece to integrate it with the environment. In certain instances the monument and landscape may be designed in tandem, thus increasing their compatibility. Donors are encouraged to consider alternatives to traditional monuments, such as "living" memorials consisting of trees, shrubbery, park benches and other landscape elements.

(c) Impact on Park Use

It is important to keep in mind the necessity for unencumbered open space within the city. Monuments that interfere with or prohibit existing park functions may be cause for disapproval of a proposed monument.

(d) Aesthetics

Though conditioned by a range of subjective considerations, aesthetic merit is a primary determinant in the acceptance of permanent monuments. Proposed monuments must show a high level of quality. Works of inferior workmanship will not be approved. As stated above, works must be designed to integrate into the environment.

(e) Maintenance

Given the responsibility of preservation and maintenance of city property, the city cannot in good faith accept monuments which present an unreasonable maintenance burden. New pieces should not be accepted unless the donor or sponsor can provide a means of perpetual care. This can take two forms: a maintenance endowment, from which interest is generated sufficient to contract for annual routine maintenance, or the City may establish a long-term legal contract which stipulates that donors are responsible for the routine care and repair of the monument.

(f) Safety

Monuments should be safe to passersby, curious spectators (especially children), and the environment as a whole. Sharp projecting elements, loose parts, and other public hazards will result in the disapproval of a proposed monument.

III. PROCESS

Interested donors should provide the Director of Public Works with a letter of intent, as well as preliminary designs. The letter of intent for a proposed monument should clearly identify the relevancy of the monument to the proposed park site. Once a proposal is reviewed by staff it shall be presented to the Recreation and Parks Commission for review and comment. When the City receives a proposal for monuments, excluding standard size wall mounted plaques with an approximate size of 9" by 12", all property owners within 1,000 feet of the park and other interested parties shall be advised of the date at time of the public review by the Recreation and Parks for an opportunity to give public comment.

After such review, staff will, if necessary, work with the sponsor(s) to refine or otherwise amend the proposed monument. While donor groups are welcome to raise funds and fabricate artwork prior to approval, no guarantees can be made regarding placement of monuments in City parks until all necessary approvals have been secured. Upon the recommendation of Recreation and Parks Commission, staff will present the recommendation of staff and the Recreation and Parks Commission regarding the proposed monument project for consideration of the City Council at a public meeting.