

City of Lowell **WORKING MONUMENT GUIDELINES**

Last Updated December 2020

QUESTIONS? Reach out to the Committee
via the City Manager's Office
at 978-674-1007.



**CITY OF LOWELL
MONUMENT
COMMITTEE**

INTRO

What is a monument?

Affixing a name or erecting an artifact or structure on or in a public space or building, the primary purpose of which is to honor or commemorate a person, place, or event.



Questions to consider before submitting a proposal for a monument.

1. What makes this person, place, or event noteworthy and of public value?
2. Is a person directly related to what I want to name after them?
3. Where do I want the monument to be placed?
4. How will a Monument feel next to the other monuments?



Monument Committee oversight extends to buildings named to honor or commemorate but does not include potential “naming rights” process, a process done to generate income and subject to the City executing a Request for Proposals.

MONUMENTS

General Overview

There are some limits placed on this process to ensure that only monuments that enhance the city and elevate the subject being recognized are installed.

- Only monuments on public land are overseen by the Monument Committee. The Committee **does not** control private monuments on private property
- Square dedications (intersecting roads of 3 or more) to veterans are overseen by the Veterans Squares Commission
- Park dedications must go through the Lowell Board of Parks
- Monuments shall not promote exclusion of a particular person or group, or individuals who espouse such rhetoric
- Monuments shall not include derogatory language
- Monuments shall not include materials dangerous to the public

MONUMENTS

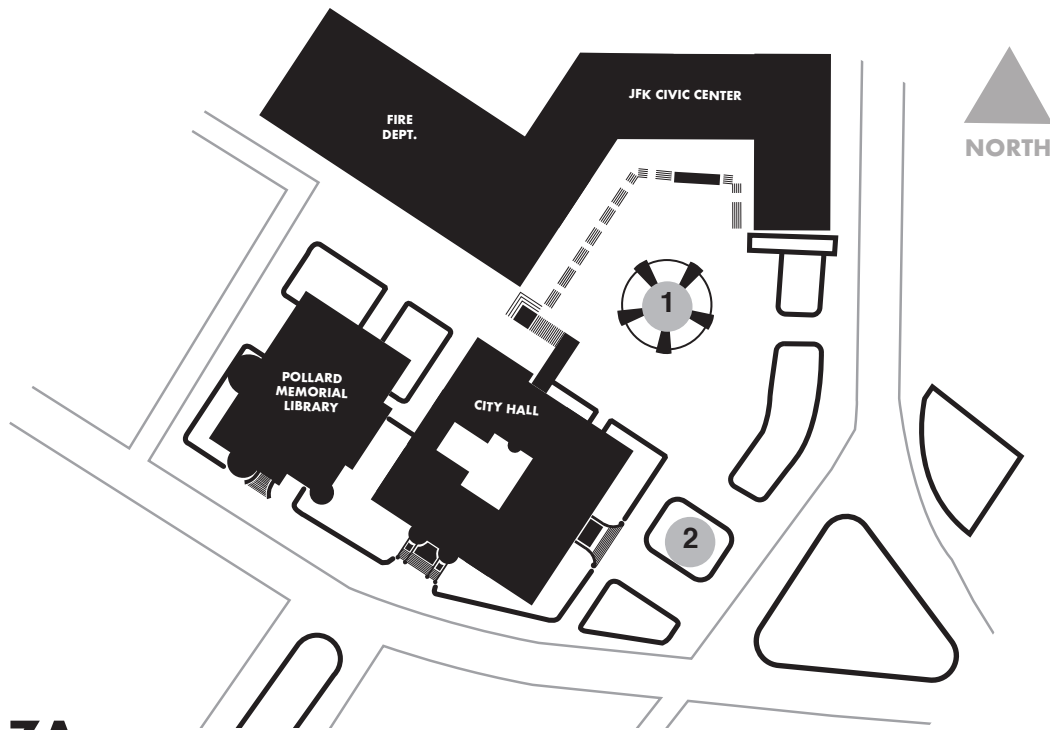
General Requirements



Please keep in mind, that not every monument submitted will be approved. If not approved, reasons and feedback will be provided to proponents who can then make adjustments and resubmit a modified proposal.

Here are some ground rules that all monument proposers must follow.

- Individuals/groups are allowed through this process to install monuments on City land and will remain owners of these monuments
- Individuals/groups are not given a lease on the land; the City allows them by a City Council vote to erect a monument on City land
- Specific locations, monument size restrictions, and monument design specifications shall be discussed with the Monument Committee, Department of Planning and Development and other City departments prior to fabrication. In some locations such as JFK Plaza, new monuments must conform to existing design standards (size and mass)
- Individuals/groups are responsible for funding their monument and for future repairs that may be necessary should the monument be damaged
- The City will remove any graffiti on the monument
- Maintenance of the area is similar to adopting an island under the Adopt An Island program—in return for access to a patch of public land, groups agree to maintain the immediate area (weeding, small flowers, litter control); the City will still do area mowing for consistency. Plantings shall be approved by Department of Planning and Development staff.
- Proof of insurance naming the City as additionally insured shall be provided to the City by the monument owners



JFK PLAZA

General Overview



JFK Plaza is a large, open area, with the Rouses Monument in the center, that extends to the landscaped areas in front of City Hall.

Monuments placed here, starting in 1974 with the Franco-American Monument, typically tend to honor a specific cultural group. Others also honor first responders and municipal employees.

As such, requests shall adhere to these two categories. This maintains a consistent theme for the plaza vicinity and creates a more cohesive experience for the public.

Monument Materials

JFK Plaza / City Hall
environs monuments shall be in keeping with the character with the space and other monuments, though something like a culturally or vocationally important material can be used.

An example of this is the clay used for the Cambodian Refugee Monument, or how 9/11 memorials sometimes include pieces of the Twin Towers as a prominent element.

Design Standards

- All monument dimensions shall be reviewed and approved by Planning Department and Historic Board staff
- Monuments shall not cast shadows on other monuments
- Keep in mind the height of the monument and how people will interact with text and other elements
- Choose a typeface and material that is legible for signage

Entry Experience



2018
LAOTIAN MONUMENT



2017
CAMBODIAN REFUGEE
MONUMENT

Monument plans themselves are only half the task, keeping in mind how the public will interact and approach your monument is the other half. Many of the early monuments are within flower beds with no close-up access.

Newer monuments have a more “designed” approach.

- The **Laotian Monument** has a granite pathway and curbing that surrounds the monument.
- The **Cambodian Refugee Monument** has a similar pathway made of bricks.

It is strongly recommended that proponents look to include a similar treatment as it provides a closer view of the monuments and allows for a finer level of exploration, interaction, and opportunity for reflection. This will depend on the space and location selected.

Placement of Monuments

JFK Plaza has a limited number of spaces available for monuments. In order to properly site your monument, a draft or sketch of the monument is required.

While you can request a specific spot, approval or recommendation of alternative sites will be made by the Monument Committee in consultation with DPD design staff. DPD will maintain a list of potential monument sites. See the appendix for a layout of the JFK space.

In the event that two monument groups have identified the same location, the Monument Committee and appropriate departments will provide recommendations for an amicable solution for both monument proponents.

CITYWIDE

City-Wide Monument Requirements

Outside of JFK Plaza, which is more an environment made for monuments, more care needs to be taken. The same core rules apply, with a few very important considerations to consider.

- Monument size and materials must be visually compatible with their surroundings
- Placement must be compatible with pedestrian, vehicular, and bicycle traffic
- Monuments shall be constructed of materials that are durable and shall be enduring over elements of weather, time, and require minimal maintenance. Wherever possible, monuments shall be constructed of granite, bronze, iron, marble, or compatible and/or similar materials.
- Monuments must not compete with existing, nearby monuments

BENCHES

Bench Requirements

A memorial bench policy has been established and is attached in Appendix 3.

START

Starting the Process

Installation timeline will depend on your monument and available city resources.

To begin the process, please review the following.

1. Write a brief proposal describing your monument and if possible, include an illustration; having a solid idea before moving forward ensures your request is clearly communicated and transmitted.
2. Contact a Councilor who will refer your request to the correct department. You can do this online, or via email or phone call.
3. The Councilor will likely put a motion on an upcoming Council agenda, which would then be referred to the Monument Committee and appropriate City department for review. Proposals are taken up based on order received, how it affects the public space, and how complex a request is.
4. Planning staff will work with proponents to develop final plans and technical details to present to the Monument Committee for review

Once approved by the Monument Committee proposals are referred to the City Manager and appropriate departments to iron out details and coordinate placement based on approved specifications.

Proof of Insurance

Insurance for the monument will need to be obtained by the monument owners and confirmed with the City. This needs to be provided and fully documented before the monument can be sited and on an annual basis.

Monument Removals & Upkeep

While ideally monuments are forever, there can be unforeseen circumstances that may require the City to preserve the public's best interest and remove them.

NEGLECT

As noted above, monument proponents are responsible for any damage to their monument, and agree to maintain the areas around it (weeding, small flowers, litter control). Failure to do these things is considered a breach of agreement. The City will attempt to reach out to the group's designated contact person. If no response or amicable solution is found the monument may be removed by City personnel who will move the monument to a temporary location at the group's expense until it can be re-sited through this process or disposed of in the correct manner.

INSURANCE

Safety and security of the public one of our highest priorities. If proof of insurance is not provided after a grace period of 6 months, the monument may be removed by City personnel at the group's expense. This ensures no lapses in liability for the group or the City. City personnel will move the monument to a temporary location, until it can be re-sited through this process or disposed of in the correct manner.

Legacy Monument Concerns

Many monuments dot Lowell's streets and landscape. Many predate the 1970's when more care started to be taken to ongoing maintenance. Where possible, City departments or organizations take on maintenance of more publicly visible monuments.





















The Lowell Historic Board has for instance removed lichen and rust from the Ladd & Whitney Monument at Monument Square. However, there are not enough staff or funding to maintain them all. With many of these, the original committee members have long since passed away and no clear inheritance of duties documented, however, due to their age and appearance, are considered priceless local points of interest.

If you see a monument in disrepair, please contact the City Manager's office. If you or your organization are interested in "adopting" a monument, the City Manager's office can assist you through the City's Adopt an Island program.

APPENDIX 1

JFK PLAZA MONUMENT MAP



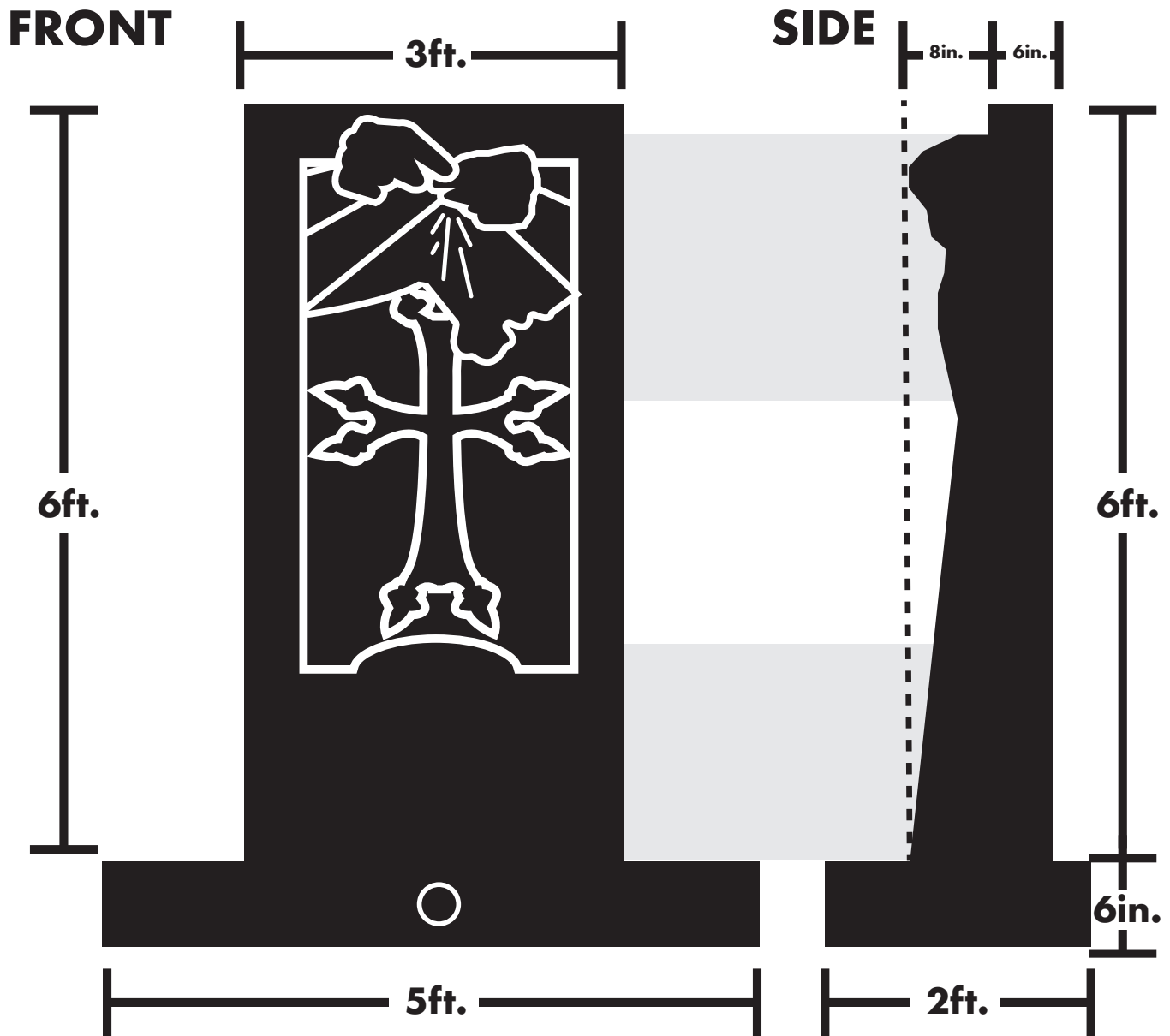
 <p>1 Ladd & Whitney Monument</p>	 <p>11 Rouses Memorial</p>
 <p>2 Victory</p>	 <p>12 Greek-American Monument</p>
 <p>3 Vizcaya Deck Gun</p>	 <p>13 Italia</p>
 <p>4 Civil War Mortar</p>	 <p>14 John B. Green Memorial</p>
 <p>5 Cardinal O'Connell Monument</p>	 <p>15 Portuguese-American Monument</p>
 <p>6 Arcand Memorial</p>	 <p>16 Lithuanian-American Monument</p>
 <p>7 Franco-American Monument</p>	 <p>17 Armenian Genocide Memorial</p>
 <p>8 Polish-American Monument</p>	 <p>18 Cambodian Genocide Memorial</p>
 <p>9 Irish-American Monument</p>	 <p>19 Lao-American Monument</p>
 <p>10 Firefighter Memorial</p>	 <p>20 9/11 Memorial</p>

(Listed in chronological order.)

The above is current as of 12/17/20. While you may requests a location, there may be physical, safety, or administrative reasons it may not be feasible. This review will be done as part of the review process by this committee.

APPENDIX 2

VOLUMETRIC MONUMENT GUIDELINES



The above is based on the 2014 Armenian Genocide Memorial. While meant to serve as a baseline set of measurements, you can work with Lowell DPD and the Monument Committee if you feel your monument should exceed these dimensions and the physical location permits it.

NON-NEGOTIABLE REQUIREMENTS

- Nothing more than 6.6ft tall (incl base as shown above)
- Nothing more than 5ft wide

MEMORIAL BENCHES POLICY

Requests for park bench dedications / memorials will be in the form of City Council motions forwarded to the city's Monument Committee. The Monument Committee will initiate a record review with Lowell Police (LPD).

The Chairman of the Monument Committee will be designated as the CORI representative with LPD. The Chairman will ask LPD to provide a response to the Commission about the CORI, which will include appropriate handling of sensitive information.

If, after the LPD CORI response, the Monument Committee wishes to move forward with the request then it will initiate a 30-day public comment period regarding the proposed memorial bench through the following actions: 1) post a sign at location of the proposed memorial bench, which shall be of a size and design approved by the Superintendent of Parks; 2) disseminate the memorial request through typical City channels such as land use board distributions to neighborhood groups; and 3) posting the memorial request with the City Clerk. The Committee may in the future include social media postings, but it will not do so at this time. The posting will include the name of the person being memorialized and the proposed bench location. After the 30-day public comment period ends, the Monument Committee will hold a meeting to review submitted comments, if any, and vote on the request based upon an evaluation of the comments. Individuals will not be approved if comments indicate a preponderance of concerns about the individual proposed. Monument Committee recommendations shall be forwarded to the Board of Parks for their review and approval.

The Board of Parks shall set the fee for memorial bench placements, which the Monument Committee suggests should be less than the full price of a new bench. Once Board of Parks approval has been secured, the Parks Department will be notified and coordinate with the family members regarding the delivery of the bench and plan for installation. The Parks Department will need proof of approval from the Monument Committee and Board of Parks prior to bench installation. Parks Department staff will be responsible for acquiring and installing the bench. The style of bench and method of inscription shall be determined by the Parks Department to align with long-term park investment plans.

Park dedications and memorial benches are welcome in any city park that already has existing benches. The City understands that for many people, there are memories and family connections that run deep throughout our neighborhoods, and allowing benches in all our park areas will provide residents an opportunity to dedicate benches in locations with particular meaning.

Bench proponents can request a specific park, but not a specific bench location, as the City would like to avoid installing benches in locations that will alter individual park designs and layout. City staff encourages the Board of Parks to limit benches to areas where seating already exists. Board of Parks will make the final determination on bench location.

At minimum, all benches will remain in place through the lifetime of the manufacturer's warranty. Outside of the manufacturer's warranty, benches will remain in place so long as they remain in good condition. Once benches require replacement, the City will remove the existing bench. A new memorial bench may be dedicated again by working with the family members or a standard City bench may be installed in the location if a new memorial bench is not requested.