

Memorial Plaques and Facility Dedications

1) Purpose:

The purpose of this policy is to establish a program for family and friends to memorialize and acknowledge contributions of individuals to the betterment of Powhatan County and society. This policy addresses procedures and guidelines in order to ensure a fair and consistent approach is followed for plaque and facility dedications.

2) Objectives:

- A. To ensure a standard design and placement of dedication plaques and signage is used throughout the County.
- B. To ensure recognition of individuals and/or groups for their service to the community.
- C. To encourage the dedication of lands, facilities, or donations by individuals and/or groups for recreational purposes.

3) Definitions:

Facility: Shall denote recreation fields or recreation facilities.

Plaque: Shall be a standard design, selected by the Director of Public Works and approved by the Advisory Commission.

Commission: Shall be the Powhatan County Parks and Recreation Advisory Commission.

4) Application:

The following criteria shall be met in order to be considered by the Commission and the Board of Supervisors;

- A. Individuals and/or groups for whom a facility is dedicated, must have made a significant contribution to the field of education, government, public service, science or human betterment or community outreach.
- B. Individuals and all individuals in a group must be of recognized character; no facility or plaque may bear the name of an individual convicted of a felony.
- C. Facilities or plaques should not be dedicated for active members of the Board of Supervisors.
- D. The Director of Public Works, in determining the dedicating of a facility or a plaque shall give consideration to;
 - a) The historical significance of the contribution of the individual or group to the County.

- b) The association or relevance of the individual's contribution to the facility. The impact must be well documented and broadly acknowledged within the community.
- c) Any financial contribution of the individual or group to the County.
- d) State, regional, national, or international recognition of the individual or groups contributions and achievements.
- e) Geographic location (neighborhood, significant areas etc.)
- f) Natural features related to the individual or group.
- g) Names that are discriminatory or denote some political or religious connotation or affiliation shall not be used.
- h) Names that are lengthy or cumbersome shall be condensed to a usable fashion where deemed necessary.
- i) Permission of the family or group must be obtained in writing prior to naming any facility or plaque purchase.
- j) The Board will provide an opportunity for public input prior to approval of a facility name or plaque.

5) Procedure:

- A. A request for dedicating a facility or purchase of a plaque shall be submitted in writing to the Director of Public Works for consideration. The request for purchasing a plaque shall identify the proposed location/building for placement. The application must include payment for the plaque as per Appendix A of this policy. Public Works will determine if the individual or group meets the criteria of this policy prior to forwarding to the Commission.
- B. The request must show how the proposed name(s) is consistent with the criteria and describe, with documentation, the contributions to the County. Written approval from the family or next of kin is required.
- C. Once the Commission determines that the individual(s) meets the criteria, the request will be brought to the Board of Supervisors at a regularly scheduled meeting.
- D. The Board of Supervisors will provide an opportunity for public input on the proposed dedication.
- E. Once the facility and name are approved by the Board of Supervisors, an appropriate dedication will be made at the next Board of Supervisor's meeting following the approval. In the event that the Commission or the Board of Supervisors denies approval, the applicant will receive a full refund of any money submitted with the application.
- F. A dedication plaque may be affixed to a new or existing facility in a standard location. Facility plaques will be of a size and design approved by the

Department of Public Works in order to be consistent across all County owned facilities.

- G. A facility plaque shall identify the individual(s) named, the date of the dedication and the Board of Supervisors approving the naming.
- H. The Board of Supervisors reserves the right to remove a name associated with any physical building, space, object or project at any time if it is in the best interest of the County or the named individual, or to protect the reputation of the County.
- I. In the event that Powhatan County demolishes or performs renovations that will impact a plaque or field sign, the Public Works Director will attempt to notify the individual responsible for payment of the plaque or sign to determine if the individual wants to relocate the sign/plaque. If a new suitable location cannot be found, the sign/plaque will be returned to the individual. No refund will be issued for returned signs.
- J. In the event that the individual responsible for payment of the sign/plaque cannot be located, the Director of Public Works shall attempt to locate family members of the individual(s) named on the sign/plaque to return the sign/plaque to the family.
- K. In the event that no family members can be located, the sign/plaque will be placed in County Archives.

APPENDIX A

Plaque	\$1,500
Field Plaque	\$2,000
Field Sign	\$7,500
Field Bleachers	\$5,000
Playground Equipment	\$ Cost of the equipment and plaque plus 20% for installation
Scoreboard	\$10,000
Field Backstop	\$15,000
Tree	\$ Cost of Tree, plaque and installation
Field Naming/Dedication	Must meet policy criteria and be approved by the Board of Supervisors.
Building Plaque	Must meet policy criteria and be approved by the Board of Supervisors.
Road Naming/Dedication	Must meet policy criteria, be presented to VDOT and subsequently approved by the Board of Supervisors.

*Prices may be adjusted by the Board of Supervisors if it is determined that the above noted costs are not covering the cost of the purchase and installation.