



**VILLAGE OF LOMBARD**  
**BOARD POLICY MEMORANDUM**

**SUBJECT:** Monument Policy

**No.** TBD  
**Date:** INSERT  
**By:** Board of Trustees  
**Approved:** INSERT

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**I) PURPOSE AND INTRODUCTION**

The purpose of this Policy is to establish criteria and guidelines for the consideration and installation of Monuments outdoors on municipal property deemed by the Village to be appropriate to serve as the site for a Monument. The Village may, from time to time, decide to install permanent outdoor Monuments on Village property to commemorate persons or events of note, or to otherwise convey the Village’s position on various topics, referred to as “Government Speech.” By placing Monuments on Village property, the Village intends only to engage in government speech and does not intend to open a public forum for free speech activity.

In doing so, the Village recognizes that Monuments can convey a connection between the Village and its history, and in some instances its future. It is therefore important that the placement of Monuments be limited to circumstances of the highest community-wide importance, both to maintain the significance of such Monuments and to minimize conflicts with the active and variable use of public property.

Notwithstanding the foregoing, the Village may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all Village Monuments.

**II) DEFINITIONS**

Monuments – Markers, statues or other similar permanent installations to express Government Speech, as further described in this policy, and which are installed on Village property with Village permission. Monuments may be in various forms including statues, fountains, gardens, among other forms of monuments as determined by the Village. Monuments must be of Village approved materials, size, design, and specifications, with a goal toward simplifying their review and long-term care.

### **III) GOVERNMENT SPEECH ON MONUMENTS**

The Village may install or accept Village-approved Monuments on Village property as a form of “Government Speech” as Village recognition of significant events or people or to provide information from the Village on topics approved by the Village, as set forth below:

- Contributions of individuals or groups who made a substantial impact upon the Village of Lombard or the greater locale;
- The Village’s position on topics of interest to the community, as determined by the Board of Trustees;
- The history of the Village, DuPage County, Illinois or of the United States;
- Historical or cultural influences on Lombard;
- Local innovation or creativity that has contributed to the Village’s growth, prosperity or economy; or
- Other criteria selected by the Village Board of Trustees.

The Village shall not place Monuments on Village property which have the purpose or appearance of promoting, favoring or opposing any religion.

### **IV) ADMINISTRATION**

The Village Manager may approve or deny Monument proposals and may enact administrative guidelines and procedures to implement this Policy, including without limitation, designation of locations deemed amenable to Monuments. Notwithstanding that certain Village property may be managed or operated by another agency, the evaluator of all Monuments on Village property and the final decision maker in all cases shall be the Village of Lombard.

### **V) DONATIONS AND FUNDING OF MONUMENTS**

The Village encourages private donations to the Village to support various Village programs and operations, which may include without limitation, the cost of acquisition, fabrication, installation and maintenance of monuments on Village property. The Village may receive private donations and funding that may be used by the Village to review, design, fabricate, acquire, install and/or maintain Monuments.

The Village may, at its sole option, also accept a completed Monument as a form of Government Speech, provided that the Monument meets all of the criteria set forth in this Policy and other related administrative guidelines or policies. Upon acceptance of the Monument by the Village and subject to the Village’s explicit approval of installation of the Monument upon Village property, title to the Monument shall vest with the Village and the Village may remove, relocate and shall otherwise have sole control over the Monument.

The Village is under no obligation to accept any donated Monument even if the Monument meets all of the criteria set forth in this Policy. Unless otherwise agreed by the Village Board of

Trustees, the donor of a proposed Monument is responsible for providing the Village with funds to cover the cost of review, design, fabrication, installation and maintenance to ensure adequate care for the Monument.

## **VI) REVIEW PROCESS**

The Village Manager or his or her designee shall provide the initial screening of a Monument proposal to determine if the proposed Monument complies with the provisions of this policy, including but not limited to, evaluation of the suitability of a proposed Monument site, if any. The Village Manager shall decide whether to forward the proposal for further review by Village Staff or to decline further Village consideration of the proposed Monument based upon considerations consistent with this Policy.

If the Village Manager decides to conduct further review of the proposal, he or she shall refer to the proposal to the [Department of Public Works] for review and consultation. The Public Works Department shall evaluate the Monument proposal and location information and make an advisory recommendation to the Village Manager regarding the Monument based upon the factors set forth in this Policy and additional applicable review criteria.

The Village shall have final approval for a Village project to design and construct a Monument or to accept a donated Monument. The Village Manager shall consider the recommendation of the Public Works Department and make a final determination regarding the proposed Monument and whether to approve or deny the proposal or whether to seek Village Board of Trustees approval if the cost or value of the Monument exceeds the Village Manager's authority level. The Village may decide, in its sole discretion, to reject a proposal for a Monument and/or may determine the appropriate site for any and all Village Monuments.

## **VII) REVIEW CRITERIA**

A proposed Monument must conform to the approved Government Speech topics or must be approved by the Village Board of Trustees. A Monument must be made of durable materials, able to withstand the elements for a minimum of 50 years, with minimum maintenance, shall be of a scale, materials, color and style appropriate and consistent with aesthetics of the proposed location of the Monument and such other reasonable factors as the Village Manager determines. The Village may decline to approve or to accept a Monument for any lawful reason.

Recommendation or decisions for approval or disapproval of a Monument shall be consistent with this Policy as further described in the Review Process below. The Village shall only proceed with design, fabrication, and installation of a Monument after completing the review process and reaching a conclusion to move forward. In reviewing a proposed monument, the proposal shall be reviewed based upon the criteria set forth in this Policy, including the following:

- A. Whether the person, group or event being memorialized is deemed by the Village to have made a significant enough contribution to merit a Monument of the scale, cost and visibility of the proposed Monument.
- B. The Monument does not duplicate existing Monument themes. Multiple monuments for similar or related groups shall be avoided.
- C. The proposed Monument is not objectionable to the persons or community that the Monument is intended to honor.
- D. The proposed site for the Monument is particularly appropriate for a proposed monument.
- E. The Monument has been designed by or under the direct supervision of a qualified professional in the art of design field, and provides a quality, scale, and character commensurate with the location, circulation and use patterns of the Village property.
- F. Monuments shall not displace or negatively impact the intended function and or use of the underlying Village property upon which is it located.
- G. There is a committed and verifiable funding source for the review, design, fabrication, installation and maintenance of the Monument before proceeding to incur Village costs and staff time.
- H. Streets or right-of-ways shall not be considered for monument sites.

Applicants shall provide the Village with funds that cover the cost of review, design, fabrication and installation and an adequate endowment to cover the cost of the Monument's maintenance as determined by the Village. The Village may, at its discretion, also consider accepting an agreement from a group to maintain a Monument in perpetuity in accordance with Village standards rather than a cash endowment. In any Monument maintenance agreement, the Village shall require an up-front endowment or deposit to cover at least [X] year's maintenance of the Monument. Notwithstanding the decision to enter into a maintenance agreement, the Monument remains the Village property and Village Government speech and the Village may remove the Monument at any time and for any reason.