

**BOROUGH OF RED BANK  
COUNTY OF MONMOUTH  
RESOLUTION NO. 21-236**

**A RESOLUTION ADOPTING AND APPROVING THE BOROUGH'S POLICY AND  
GUIDELINES FOR MEMORIALS AND MONUMENTS ON BOROUGH PROPERTY**

**WHEREAS**, the Borough of Red Bank, County of Monmouth, State of New Jersey (the "Borough") finds that municipalities play an important role in commemorating people, history and ideas central to a society's sense of identity and value; and

**WHEREAS**, memorials and monuments are tangible and easily recognizable forms of commemoration that enrich an area's physical and social environment; and

**WHEREAS**, the Borough is committed to a clear, objective and fair process for responding to requests from the public to install memorials and monuments on Borough property;

**WHEREAS**, the Borough desires to establish written guidelines for approving memorials and monuments to be installed on Borough property;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor & Council of the Borough of Red Bank, County of Monmouth, State of New Jersey hereby adopt the following Policy & Guidelines for Memorials and Monuments on Borough Property, as follows:

**RED BANK BOROUGH POLICY ON  
MEMORIALS AND MONUMENTS ON PUBLIC PROPERTY**

**Objective:**

To establish guidelines and a clear, objective and fair process for responding to requests from the public to install a diverse range of memorials and monuments on Borough property. Memorials and monuments are tangible and easily recognizable forms of commemoration that enrich an area's physical and social environment. This policy provides the framework for approving memorials and monuments to be installed on Borough property.

**Definitions:**

- A. *Borough sponsored* – a monument or memorial, approved by the governing body, for which the Borough is fully or primarily responsible for conception, design and funding.
- B. *Dedicated Benches* – to commemorate a person(s). All dedicated benches are considered Small Memorials regardless of cost.
- C. *Dedicated Trees* – to commemorate a person(s). All dedicated trees will be considered Small Monuments regardless of cost.
- D. *Flag* – most commonly, a piece of cloth having a distinctive size, color, and design used for a symbol, standard, signal, or related representation. This is inclusive of flags of any kind including cloth, metal, paper or any other material.
- E. *Landscape features* – memorials/monuments may take the form of landscape features, such as water fountains, trees or areas of the Borough that can be enhanced, redeveloped or reclaimed through the use of donor funds or bequests in commemoration of a person, event or place as applicable.
- F. *Large Memorials/Monuments* – objects whose value (including design, installation and the object itself) is greater than \$1,000, such as monuments, works of art, busts, playground equipment, architectural items or sculptures. Any plaque, except when mounted on a bench, will be considered a large monument.

- G. *Memorial* – An object or landscape feature intended to honor a person or event of historical significance.
- H. *Monument* – an enduring physical object erected to commemorate the enduring historic significance or association of a notable person, event, place or thing.
- I. *Small Memorials/Monuments* – an enduring physical object or statement of historic significance whose value (including design, installation and the object itself) is less than \$1,000. All dedicated trees and benches are considered Small Memorials regardless of the cost.
- J. *Plaques* – except when mounted on a bench, shall be considered large monuments, regardless of cost.

**Criteria:**

All review and approval of memorials shall be based on the totality of the following criteria:

- A. Cost Estimates.
- B. Subject
  - 1. Small Memorials – the subject may commemorate an individual or event.
  - 2. Large Memorial – the subject of a large memorial must demonstrate a high level of significance by meeting at least one of the following criteria:
    - a. The person or group has made an outstanding contribution to the cultural, political or social development of the Borough of Red Bank, the State of New Jersey, the United States of America, or the international community.
    - b. The site or event is historically or culturally significant and/or represents an important and unique Borough or civic anniversary.
- C. Whether the person, event or place is already memorialized elsewhere in the Borough.
- D. Memorial must not contain content which demeans, ridicules, maligns, disparages, expresses bias or disrespect of any individual or group on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation, or marital status or any other protected class, or is obscene, or which violates any Borough, state or federal law or promotes violence.
- E. Memorial content must not commercially benefit any company or entity.
- F. Location
  - 1. The proposed location will not compromise the aesthetic integrity or interfere with the unique or cultural character of the area.
  - 2. The applicant must demonstrate why the selected site is appropriate and provide sufficient justification for the memorial being in that location. Where appropriate, preference will be given to co-location of new memorials within a site of common interest.
  - 3. Consideration will be given to existing uses of the proposed location, with a goal of preventing the memorial from disrupting appropriate public use of public lands or facilities.
  - 4. At the Borough's sole discretion, the memorial once placed may be relocated at the Borough's expense to another location.
  - 5. Memorials proposed within a Historic District shall be reviewed for consistency with the Borough's Historic Preservation ordinances.
  - 6. Memorials proposed within the RiverCenter District shall be reviewed by the Visual Improvement Committee.

**Application Process:**

To install a monument, memorial, bench or tree in accordance with this policy, an applicant shall submit a written application to Borough Clerk. The application will be reviewed by the Parks and Recreation Director who will submit a recommendation along with any associated cost estimates to the Business Administrator who will subsequently make a recommendation to the governing body regarding approval or denial of said application.

**Roles and Responsibilities**

- A. Cost/Funding- For memorials that are not Borough-sponsored, all costs associated with designing, constructing, and maintaining the memorial will be covered in full by the applicant unless otherwise agreed upon in an installation and maintenance agreement, approved by the governing body.

- B. Installation/Maintenance
- 1. Small Memorials In the case of small memorials, dedicated trees and dedicated benches, the donor shall either purchase the donated items or the Borough will purchase the item after receipt of a monetary donation in the full amount to include the object itself and installation.
  - 2. The Borough shall maintain a small memorial donated item for a period of five (5) years. After five years, determination of the future of the item will be at the Borough’s discretion, including whether to relocate, disassemble or remove and dispose of the memorial or return it to the original donor.
  - 3. All dedicated trees will be maintained or replaced for a minimum of 5 years by the Borough.
  - 4. Large Memorials Unless otherwise covered by an installation and maintenance agreement approved by the governing body, all large memorials must be maintained by the donor for the first 5 years. After 5 years, determination of the future of the item will be at the Borough’s sole discretion, including whether to relocate, disassemble or remove and dispose of the item or make arrangements for the ongoing maintenance and management of the memorial.
  - 5. In the case of Borough sponsored memorials or monuments, all costs associated with the installation and maintenance of the item shall be borne by the Borough.

**Ownership:**

- A. All memorials placed or commissioned on public lands are deemed to be under control of the Borough and managed in accordance with standards established by the governing body.
- B. When a memorial is accepted by the Borough, it automatically becomes part of the Borough’s Asset Management System.

	Motion	Yes	No	Abstain	Absent
Councilman Yassin	Motion	X			
Councilwoman Triggiano		X			
Councilman Ballard				X	
Councilman Yngstrom		X			
Councilman Zipprich					X
Councilwoman Horgan	Second	X			

Dated: August 18, 2021

I hereby certify the above to be a true copy of a resolution adopted by the Council of the Borough of Red Bank, in the County of Monmouth, at a meeting held on August 18, 2021.

Pamela Borghi

Pamela Borghi, Municipal Clerk