
CITY OF COCOA BEACH

OFFICE OF THE CITY MANAGER

Phone: 868-3201 FAX: 868-3226



INTER-OFFICE MEMO

MEMO TO: Chuck Billias, City Manager

FROM: A.J. Hutson

DATE: October 21, 2005

RE: Staff recommendation on a policy for dedication memorials

As you know, Mayor Beeler asked staff to look into policy and procedures for dedication memorials. Staff brings forward the following for Commission consideration:

DEDICATION MEMORIALS:

From time to time the City receives requests from a resident to honor a loved one with a memorial at a public place. The City is need of guidelines to include a procedure to review and consider such requests. The following is recommended:

- Any addition (tree, bench, etc) be subject to the City manager's approval as to form, content and location.
- Such addition must be consistent with and appropriate for the location requested.
- Such addition must be at the requestor's personal expense.
- Recognition plaque must be no larger than 12" x 8", be permanently affixed and be made of bronze.

Staff suggests that such requests be handled through the City Manager's office. As a Commission policy matter, the Commission may want to avoid hearing such requests as Commission agenda items due to the personal nature of such requests and the awkwardness that may arise in considering the requests.