

**CITY OF LILBURN
ADMINISTRATIVE POLICY & PROCEDURES**

**SECTION 30
COMMEMORATIVE BENCHES, BICYCLE RACKS, AND FLAG POLES**

- I. Statement of Purpose**
- II. Procedures**
- III. Criteria**
- IV. Locations**
- V. Items**

Statement of Purpose: The purpose of this policy is to identify opportunities and provide guidelines for those wanting to honor an individual or group connected to the City of Lilburn through signage on or near a bench, bike rack, or flag pole. Funding for each item must cover the cost of the item, shipping and installation of the item, plate with inscription, and maintenance.

Procedures:

Those persons wanting to nominate a person or group for commemorative recognition must complete and submit an application to the City of Lilburn. One application must be completed per item. If approved, payment must be received prior to order and/or installation of item and/or plate. The City of Lilburn will select and order the item and order the plate with inscription.

Criteria:

The city (selection committee to be determined) will review and evaluate applications quarterly based on the following criteria:

- Does the nominee reside within the city limits or within the 30047 zip code?
- Does this person, business, or organization bring pride and honor to the city?

Location:

All items will be located on City of Lilburn property which may include, but not limited to; Lilburn City Park, Lilburn City Hall, Camp Creek Greenway Trail, Wynne-Russell House, and Lilburn Police Department and Municipal Court.

Items:

Bench information: The metal bench will be black in color and approximately 6' long. The commemorative 2" x 6" metal plate will be secured to the back of the bench. Applicant may select an existing bench, if available, or a new bench.

Bicycle rack information: The metal rack will be black in color and 5-6' long. The commemorative metal plate will measure 2" x 4" and will be placed on or near the bicycle rack. Applicant may select an existing bicycle rack, if available, or a new bicycle rack.

Flag pole information: The flag pole height will be the allowable and recommended height for the building or area. Please contact the City of Lilburn City Manager for availability, location, and cost information. One 2" x 6" recognition plate would be allowed near, but not on, the flag pole, if item is available.

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Reserved:

The City of Lilburn may amend, revise, add or delete the item list as described above. The selection committee (to be determined) may make recommendations to the City Manager and/or designee for final approval.