



Port of San Francisco – Guidelines For: Recognition and Commemoration

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Port of San Francisco – Guidelines For: Recognition & Commemoration

The Port of San Francisco supports the installation of monuments or memorials and the dedication of existing structures or locations to commemorate people, places, and events significant to the San Francisco waterfront. The Port encourages recognition of people from all walks of life who represent the diversity of our population and have contributed to making the Port of San Francisco a recognizable and memorable place.

Recognition and commemoration may occur to recognize people, places, and events determined as significant for a period of greater than 20 years, unless of exceptional importance. Monuments to living persons will not be considered. Placement of a memorial, monument, or dedication on any location within the Port of San Francisco should be made sparingly and only upon careful consideration and a finding of compelling reasons to commemorate an event, place, or an extraordinary person or persons, in conformance with the procedures set forth in this policy.

I. Types of Recognition or Commemoration

1) Monuments, Memorials, and Markers

A monument or memorial at the Port of San Francisco is a statue, site furnishing, or other structure erected to commemorate a famous or notable person, persons, or event.

A commemorative plaque or marker is a plate of metal, ceramic, stone, wood, or other material, typically attached to a wall, stone, or other vertical or pavement surface, and bearing text or an image in relief, or both, to commemorate one or more persons, an event, a former use of the place, or other event.

2) Naming or Dedication

Naming would require a discrete and identifiable location, such as a building or a specific room within a building, with the expectation that the named location would become known as the given name. Naming could (but need not) involve signage and wayfinding to identify the location, in addition to any other display to express the honor.

Dedication would be made of a general space or area, such as an entryway, aisle, or thoroughfare, and could involve a plaque or other display to express the honor.

II. Location of Recognition or Commemoration

1) Monuments, Memorials, and Markers

- a) For a historical event, the monument/memorial/marker should be located at or near the scene of the event or in a place as closely or logically related to the event as possible.
- b) For a person, the monument/memorial/marker or a naming/dedication should be located at or near the scene of an event with which the person is identified or in a place closely identified with that person.
- c) For a monument/memorial/marker to multiple persons, a single location should be selected at or near the scene of an important event with which they are jointly identified or in a place where they are jointly identified.
- d) Monuments/memorials/markers should be oriented to ensure legibility, minimize pedestrian congestion, and enhance visitors' enjoyment of the space.

2) Naming or Dedication

- a) The name or dedication of an existing facility, building, or structure should not be changed unless there are extraordinary circumstances of Port or City interest, and no other new facility can so be designated. Existing names will only be modified with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions, and whose distinctions are as yet unrecognized.
- b) Any location may be ineligible on the grounds of regulatory prohibition or operational necessity, and those grounds should be deemed a sufficient basis to refuse a request for naming or dedication of a particular location.
- c) For the naming or dedication of a new facility, building, or structure, the criteria for eligibility must be fully met.

III. Eligibility for Recognition or Commemoration

1) Monuments, Memorials, and Markers

A monument, memorial, or marker may be made for a significant historical event, for one or more natural persons or an identifiable group of people, or for a place.

- a) Any person honored for a dedication shall meet the following criteria:
 - i. The person must be deceased or fully retired from public service or private employment for no fewer than two years, except under circumstances to be determined by the Port Commission
 - ii. The person shall have made unique, special, or significant contributions to the Port of San Francisco and its mission and has not been previously honored in a meaningful way by the City.

- b) For a monument/memorial/marker to a place, the site should (1) be associated with important historic events or activities, or with the lives of important persons; or (2) include buildings, structures, or monuments, whether existing or vanished, of special or distinctive design, construction or character, or have otherwise made an important contribution to the City's cultural, social, economic, or political history; or (3) sustain or nurture community traditions and identity; or (4) be a notable archaeological site or landscape feature.

2) Naming or Dedication

Any naming or dedication may be made for one or more natural persons or an identifiable group of people. Any person or persons honored for a dedication shall meet the following criteria:

- a) A person must be deceased or fully retired from public service or private employment for no fewer than two years, except under circumstances to be determined by the Port Commission
- b) The person or persons made unique, special, or significant contributions to the Port of San Francisco and its mission and have not been previously honored in a meaningful way by the City.

IV. Procedure for Recognition or Commemoration

1) Monuments, Memorials, and Markers

Establishing Qualification: When an individual, a group, or an event is proposed for recognition by a monument, memorial, or marker, sufficient information shall be presented to justify the action of the Commission. The summary shall include length of service or direct support and dates thereof, nature of service or support, factual data or impact or support, and a petition supporting the installation of a monument/memorial/marker.

Public Hearing: The Port Commission President shall, in public session, introduce any nomination received that meets the criteria set forth in this policy. The President may set a time for one or more public hearings for the Commission to review and consider the proposed monument/memorial/marker.

Costs: Pursuant to a nomination made by a person other than the Port Director, the nominator shall be responsible for any costs associated with the monument, memorial, or marker, including any long-term maintenance costs. The Port Commission may waive costs.

Commission Action: The Commission may, by resolution, name an eligible location to honor an eligible person, persons, or event.

Reverse Action: The Port Commission may, by resolution, amend or withdraw a prior resolution allowing a monument/memorial/marker.

Expression of Commemoration: The Port Director shall determine the best way to express the honor granted, taking into consideration public wayfinding, operational efficiency, and long-term cost. Honor may be expressed by signage, plaque, or display, or by any other suitable signification. The wording and design of any plaque or other expression of commemoration shall be consistent with any policy adopted by the Commission and shall be subject to the approval of the Port Director.

2. Naming or Dedication

Nomination Form: The Port Commission shall adopt a nomination form, which shall be made available to the public through the Port Commission website. Anyone may nominate a person/persons/event or place to be honored by submitting a complete nomination form.

Establishing Qualification: When an individual, group, or event is proposed for recognition by naming or dedicating a facility or area, sufficient information shall be presented to justify the action of the Commission. Biographical information, press clippings, and letters from individuals providing background to connect the person(s) or event with the facility shall be submitted for review by Department staff. No proposal shall be submitted to the Commission for review until adequate information is received. Parties interested shall submit a letter of proposal. It shall contain a detailed summary of the service or support that the honoree has contributed to the City or community. The petition shall contain enough signatures to indicate substantial support for the proposal and a good cross-section of the community involved, including recognized community leaders.

The nominator must establish that the nominee or event meets the eligibility criteria of this policy and must fully document compelling reasons to honor this person or event. The nominator may request that the Port Commission consider a particular location, but the Commission may consider any eligible location under this policy.

The Port Commission may request any additional information or documentation to support the nomination, and the nominator will have the burden to establish the compelling basis for this extraordinary honor.

Public Hearing: The Port Commission President shall, in public session, introduce any nomination received that meets the criteria set forth in this policy. The President may set a time for one or more public hearings for the Commission to review and consider the nomination.

Consideration Period: The Commission shall take no action on a naming or dedication nomination for a period of not less than three months from the date of introduction. This six-month consideration period is to discourage decisions based on emotion or a transitory cause, no matter how worthy, for an honor which should be reserved for rare individuals or significant events.

Costs: If a location is named or dedicated pursuant to a nomination made by a person other than the Port Director, the nominator shall be responsible for any costs associated with the naming or dedication, including any long-term maintenance costs. The Port Commission may waive costs.

Commission Action: The Commission may, by resolution, name or dedicate an eligible location to honor an eligible person. The Commission shall consider such naming or dedication permanent.

Reverse Action: The Port Commission may, by resolution, amend or withdraw a prior resolution naming or dedicating any location.

Notification: The Port Commission President shall, as a courtesy, forward to the Mayor and the President of the Board of Supervisors any resolution concerning a naming or dedication.

Expression of Commemoration: The Port Director shall determine the best way to express the honor granted, taking into consideration public wayfinding, operational efficiency, and long-term cost. Honor may be expressed by signage, plaque, or display, or by any other suitable signification. The wording and design of any plaque or other expression of commemoration shall be consistent with any policy adopted by the Commission and shall be subject to the approval of the Port Director.

Procedure for Recognition or Commemoration

