

Office of the State Architect

Policy and Procedure Number _____

Capitol Complex Memorials and Monuments

- A. Purpose:** To prepare procedures for (i) the submission and evaluation of proposals for memorials and monuments to be located on the Capitol Complex; and (ii) recommendations to the State Capitol Commission after completion of evaluations of proposals, in response to the policy of the State Capitol Commission adopted at the meeting of the Capitol Commission on December 15, 2014.
- B. Policy:** The State Architect shall follow the procedures below in response to proposals to place memorials and monuments on the Capitol Complex grounds.

1. **Background.** The State of Tennessee Capitol Complex is composed of the area bordered by Jefferson Street to the north, 5th Avenue to the east, Union Street to the south, and Rosa Parks Blvd. to the west (the "Capitol Complex"), and includes the landmark areas of Bicentennial Mall, the State Capitol and the War Memorial Building and plaza, along with other governmental buildings and structures.

In 2014, the Office of the State Architect commissioned the services of landscape architects Hodgson and Douglas, LLC along with their consultant, Tuck Hinton Architects (collectively, the "Consultants"), to inventory all the current monuments and memorials that reside within the Capitol Complex and to assist with the development of the *Tennessee State Capitol Campus-Monuments and Memorials Master Plan* (the "Guidelines"). The primary goals of the Guidelines were to (1) establish the criteria that should be taken into account to evaluate requests to locate monuments and memorials on the Capitol Complex; and (2) determine areas of the Capitol Complex appropriate for the location of monuments and memorials. A copy of the Guidelines can be accessed on the website of the Office of the State Architect.

The Guidelines recognize that the history, significance and meaning of the existing structures, monuments and memorials located within the Capital Complex demand that future monuments and memorials within the Capitol Complex carry that same weight. Accordingly, the people, places and events honored by future monuments and memorials located within the Capitol Complex must reflect people, places and events in Tennessee history that had a statewide or national impact. Furthermore, the monuments and memorials must be designed, constructed and located on the Capitol Complex in settings that enhance the ability of the monument or memorial to communicate the history, significance, and meaning of the people, place or event that is honored, but still respect the original design intent of the various components of the Capitol Complex and be scaled and constructed in proportion to the setting as well as the significance of the person, place or event being honored. The State shall take these matters into account as requests to place new monuments and memorials are evaluated so as to follow a thoughtful approach to monuments and memorials that will enhance and enrich the Capitol Complex.

2. **Submittal and Evaluation Process.** The steps outlined below should be followed, when practical, to provide the most efficient review of a proposed monument or memorial to be placed within the Capitol Complex.

It is highly recommended that individuals or organizations desirous of sponsoring a monument or memorial in honor of a person, place or event to be located within the Capitol Complex (each a "Sponsor") not engage in significant planning or design of a proposed monument or memorial until after the Initial Review step, at the earliest.

i. **Initiation of Process**

- a. The Sponsor should review the Guidelines to become familiar with the criteria for evaluation of monument and memorial proposals.

b. The Sponsor should then prepare a written statement explaining how the proposed people, place or event satisfies the Guidelines criteria for placement in the Capitol Complex and any other factors the Sponsor deems relevant to the initial review of the Sponsor's proposal.

c. The Sponsor should provide a copy of the written statement to the Office of the State Architect with a request for a meeting to discuss the proposed monument or memorial.

ii. Initial Review

a. The Office of the State Architect will schedule a meeting with the Sponsor to discuss the proposed monument or memorial. If necessary or desirable, the Office of the State Architect may discuss the proposed monument or memorial with other State officials, historical authorities or other consultants.

b. At the meeting it is anticipated that the Office of the State Architect will discuss the proposed monument or memorial and the people, event or place that it seeks to honor. The discussions will focus on application of the criteria in the Guidelines to the proposal; potential sites for the location of the monument or memorial; materials or type of monument or memorial to be considered; vision for the monument or memorial; and any other matters that are necessary to develop a full and complete picture of the monument or memorial proposed by the Sponsor.

c. If, after the meeting with the Office of the State Architect and any subsequent discussions, the Sponsor desires to pursue a monument or memorial to be located within the Capitol Complex, the Sponsor shall then prepare a formal proposal in a form approved by the Office of the State Architect for a monument or memorial and submit the same to the Office of the State Architect. The formal proposal should address all of the items discussed in the meetings and discussions with the Office of the State Architect and relate the proposal to the Guidelines.

iii. Initial Evaluation

a. Upon receipt of a formal proposal for a monument or memorial, the State Architect shall convene a recommendation committee (the "Recommendation Committee") to evaluate the proposal on the criteria set forth in the Guidelines. The Recommendation Committee shall be composed of the following individuals or their designees: the State Architect; the Executive Director of the Tennessee State Museum; the Executive Director of the Tennessee Arts Commission; and at least one other individual employed by the State at an agency or department with insight into the people, place or event to be honored in the proposed monument or memorial, or responsible for the operations and maintenance of the proposed monument or memorial.

b. After evaluating the formal proposal, the Recommendation Committee will provide written feedback to the Sponsor including an initial determination of the appropriateness of the proposed monument or memorial based on the criteria in the Guidelines; any areas where the Recommendation Committee believes it needs additional information; a schedule of milestones related to fundraising or completion of the monument or memorial that should be respected; and any other information that will be helpful to the Sponsor in its efforts to honor the proposed people, place or event.

iv. Final Evaluation

a. If the Recommendation Committee makes an initial determination in support of the proposal, the Recommendation Committee will then work with the Proposer to develop a final proposal for a monument or memorial for presentation to the Capitol Commission, the State Building Commission and any other State authorities whose

approval is necessary or desirable before approval to place a monument or memorial within the Capitol Complex is granted (collectively, the "Commission"). The final proposal will include, at a minimum, a conceptual design indicating scale, material, and content; a schedule; and a proposal for the funding of the proposed monument or memorial.

b. If the Recommendation Committee makes an initial determination that it cannot support the proposal, the Sponsor may request to present its proposal to the next scheduled meeting of the Capitol Commission. Should the calendar permit a hearing of the proposal, the request shall be granted.

c. The final proposal shall then be presented at the next scheduled meeting of the Capitol Commission. If the proposal is approved by the Capitol Commission, it will then be presented at the next scheduled meeting of the State Building Commission for concurring approval.

v. Construction/Placement

a. If the final proposal is approved by the Commission, then the Office of the State Architect will work with the Sponsor to place the monument or memorial within the Capitol Complex in accordance with that approval and in compliance with the policies and procedures of the State Building Commission.