



Public Works Office	O.I. #: PW-06	Revision #: 00
	Effective Date: September 21, 2012 Revision – August 29, 2017	

VETERANS MARKERS

I. **GENERAL:** This Operating Instruction establishes responsibilities, eligibility and procedures for the administration of Duluth’s Memorial and Veterans Day flag program and displays.

II. **PROCEDURES FOR GETTING A MARKER:**

- A. A City of Duluth Resident, of at least one year, may complete an application requesting a marker. Applications are available at the Public Works Department or on the Duluth website at www.duluthga.net by clicking on Departments, then Public Works, then Veterans Markers. All applications must be sent to the Public Works Department, otherwise the application may be rejected.
- B. The requestor must meet all eligibility requirements as shown below:

1. Requestor must currently live within the City limits of Duluth and must have lived there for at least one year. A utility bill, tax bill or other proof of residency will be required.
2. Requestor may also request a marker if Honoree (person who marker is requested for), lived within the City limits of Duluth for a minimum of five (5) years. Requestor must provide proof of residency. An area is provided on the application for Honoree’s address.
3. Exceptions to either of the eligibility requirements listed in paragraphs 1 or 2, may only be made by the Veterans Marker committee. The intent is to support as many as possibly who qualify for the program.
4. A one-time \$100 donation per marker is suggested to cover the maintenance and installation of the markers.
5. Each requestor is limited to a lifetime maximum of five (5) markers. Exceptions to the lifetime maximum may only be made by the Veterans Marker Committee.

C. The Honoree (person who marker is requested for) must meet the following eligibility requirements:

1. Honoree must be deceased

2. Honoree must have served in the Armed Forces from the period of World War 1 to present day.
3. Requestor must provide proof of Honoree's service. If requestor wants more than one conflict on the marker, they must provide proof of service for each conflict. (Examples are DD214, awards, service records, etc.) For proof, visit <http://vetrecs.archives.gov/>
4. Honoree must be a family relative to the requestor either by blood or marriage.
5. Exceptions to these requirements may only be made by the Veterans Marker committee.

III. MARKER CONSTRUCTION, PLACEMENT AND REMOVAL

- A. Markers and Flags will be set out by the Public Works Department for both Memorial Day and Veterans Day. All markers and Flags will be in place one week before the holiday and may remain for at least one day following the holiday.
- B. Locations will be determined by the Public Works Department, with the following exception:
 1. No additional markers will be placed on SR 120, either east or west, or Pleasant Hill Road. Some existing markers will remain until they are removed by construction, road work or through requestor moving out of the City limits. Some markers will be relocated immediately due to hazardous traffic conditions. If possible, the requestor will be made aware of the new marker location.
- C. Due to the volume of markers being placed relocations are no longer honored. The City may, at its discretion, annually move markers to different locations.
- D. Marker requests are reviewed annually to ensure the requestor still resides within the City limits to keep the number of markers manageable. If the requestor has moved out of the City limits and the honoree was never a resident of Duluth, the marker will be removed from annual display. If the requestor moves out of the City limits and the honoree was a resident of Duluth, the marker will remain on display.
- E. Markers will be constructed in a uniform fashion; painted white with black lettering. Due to space limitations, markers will include the Honoree's name (no title) and one conflict.

IV: OTHER:

- A. An alphabetical list of all names and locations will be posted on the City's website at www.duluthga.net under Public Works/Veterans Markers.
- B. Only American flags will be flown on markers throughout the City. If questions arise, the City Manager should resolve or Public Works may contact Protocol at a nearby military installation for further advice on proper customs and courtesies.

- C. Markers will not be made for and given to individual residents, businesses or other groups, public or private. Any markers physically modified, relocated or otherwise altered by a resident, individual, business or group will be removed from display and may not be returned to display. Any mementoes (e.g., flowers, bows, etc.) will be discarded once the marker is placed in storage. All markers remain the property of the City of Duluth.
- D. All exemptions applications must be turned in to the Public Works Department, otherwise the exemption application may be rejected. Valid exemptions will then be forwarded to the Veterans Marker Committee.

V. VETERANS MARKER COMMITTEE

A. A Veterans Marker Committee comprised of the following:

1. One (1) member of the governing body (City Council) appointed by the governing body (City Council)
2. Two (2) citizens of Duluth, Georgia at least one of whom is an active or retired veteran of the Army, Navy, Air Force, Marines or U.S. Coast Guard. Such members will be appointed by the governing body (City Council) and shall serve four year terms.
3. The Chairperson of the Duluth Planning Commission
4. The Director of the Duluth Public Works Department will review all exemption requests.

The Committee will meet twice annually to consider applications for exceptions and exemptions from the City of Duluth's Operating Instruction PW-06 governing the Veterans Marker Program. In the event no applications for exemptions are pending the Committee will not convene

Any exemptions approved will then be placed on the list to be made for the next Veterans Marker display. For example: if the exemption is approved less than two months prior to the display, the marker will be made for the next display period. (e.g., exemption approved in March, marker will be made in time for Veterans Day.).