



**CITY *of* CALABASAS**

**MEMORANDUM**

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**DATE: AUGUST 17, 2020**

**TO: MEMBERS OF THE HISTORIC PRESERVATION COMMISSION**

**FROM: TOM BARTLETT, A.I.C.P., CITY PLANNER**

**SUBJECT: DISCUSSION OF DRAFT POLICIES AND PROCEDURES FOR  
CONSIDERATION OF DONATED MONUMENTS, MEMORIALS AND  
OTHER MARKERS**

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**BACKGROUND:**

The members of the Historic Preservation Commission recently recommended to the City Council approval of a set of identification markers for the City's seven designated historic sites. The historic site markers were a project initiated by the City itself. However, from time to time, private individuals or organizations make offers to the City for donated memorials, monuments, markers, public art, etc. A set of policies and procedures are needed so that the City may appropriately contemplate acceptance of such generous gifts, and to ensure that in doing so, the fundamental purposes and functions of the City's public spaces are not compromised, but are enriched for the general benefit of present and future generations.

**ANALYSIS AND DISCUSSION:**

The City already has adopted and regularly follows policies and procedures governing the selection of public works of art – these are found in the Calabasas Municipal Code, Chapter 17.25. The Historic Preservation Commission is the appropriate citizen body to craft a similar process for privately donated memorials, monuments, markers, and other such honorary or informational features that would occupy space in the public realm. Accordingly, the Planning Division staff have

prepared an initial draft of a set of policies and procedures for this purpose – please refer to Attachment A. The members of the Commission should use this initial draft as a point of departure for crafting a cogent set of policies and procedures which can then be forwarded to the City Council for consideration and ultimate adoption.

**REQUESTED ACTION:**

This item is a matter for discussion and refinement in draft only. No formal action is required by the Commission. Furthermore, because this is a discussion item only, it does not constitute a project for which environmental impact review is required under CEQA.

**ATTACHMENTS:**

- A: Draft Policies and Procedures for Consideration and Acceptance by the City of Proposed Memorials, Monuments, and Markers.