



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 21, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: THOMAS BARTLETT, A.I.C.P., CITY PLANNER

**SUBJECT: DISCUSSION AND CONSIDERATION OF DRAFT POLICIES AND
PROCEDURES FOR REVIEW AND ACCEPTANCE BY THE CITY OF
DONATED MEMORIALS AND PLAQUES**

**MEETING OCTOBER 28, 2020
DATE:**

SUMMARY RECOMMENDATION:

Staff recommends that the City Council discuss and consider for adoption the draft policies and procedures for review and acceptance of donated memorials and plaques.

BACKGROUND:

Staff was asked to prepare a set of draft policies and procedures for the review and consideration by the City of new memorials and plaques proposed by persons, entities or organizations not directly affiliated with the City, and which would be donated to the City. The draft policies and procedures were to first be reviewed by the Historic Preservation Commission.

Recognizing that many other municipalities likely have enacted and follow written policies and procedures for consideration of donated memorial proposals, Staff sought out examples of existing policies and procedures adopted and used by other cities for possible use as a template. Staff's intent was to identify a set of policies and procedures which were generally thorough, to include: an understandable statement of purpose; articulation of a clear review process; and consideration of a

reasonable range of possible memorial donations. Staff also sought to locate a set of policies and procedures which had been in use successfully for a length of time. Based on this research, Staff ultimately focused on the policies and procedures adopted and used by the City of San Antonio. Staff then modified and tailored the San Antonio set of policies and procedures to fit Calabasas.

The resultant draft document was presented to the Historic Preservation Commission on August 25, 2020. The Historic Preservation Commission thoroughly reviewed the draft policies and procedures, recommending a number of additional revisions to improve applicability and appropriateness to the City of Calabasas, and make the document more readable.

The revised draft set of policies and procedures stemming from the HPC review is attached (Attachment A). In regard to review and consideration of any proposed new memorial or plaque which would be donated to the City, the draft policies and procedures address the following: 1) a statement of public purpose for the policies and procedures; 2) a listing of objective criteria for the consideration of any proposed new monument or plaque; 3) definitions of various types and scales of memorials and plaques; and, 2) clear procedures for the review by Staff, the HPC, and the City Council of any proposals.

FISCAL IMPACT/SOURCE OF FUNDING:

This item would result in the establishment of policies and procedures regarding the review and consideration of proposed new memorials and plaques, which would be proposed by other persons, entities or organizations in the future. Adoption of the policies and procedures does not result in a fiscal impact to the City. Furthermore, the draft policies and procedures specify that any proposed new memorials or plaques must be designed, fabricated, installed, and maintained (via an endowment or similar fund) by the proposing entity.

REQUESTED ACTION:

Staff recommends that the City Council discuss and consider for adoption the draft policies and procedures for review and acceptance of donated memorials and plaques.

ATTACHMENTS:

Attachment A Draft policies and procedures for the review and acceptance of donated memorials and plaques.