# Discussion and Direction to Staff Regarding Proposed Policies and Procedures For Donated Memorials and Plaques



CITY of CALABASAS

City Council March 10, 2021

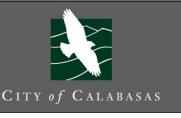
### What Prompted This Effort?

- The Daughters of the American Revolution (DAR), proposed to donate to the City a commemorative plaque briefly discussing the history and accomplishments of the DAR organization and its members. The proposed plaque would be placed in Old Town.
- In response to the proposal, Staff was asked to prepare a set of policies and procedures for review and consideration by the City Council.
- The policies and procedures would apply to any new memorials and plaques proposed for donation to the City by persons, entities or organizations not directly affiliated with the City.



## Development of a Draft Set of Policies and Procedures

- Staff looked for policies & procedures in place for other cities, and found that the City of San Antonio, Texas has a rather comprehensive set of policies and procedures which seemed suitable as a model.
- Staff adapted and modified the San Antonio policies and procedures to suit the City of Calabasas.
- The draft document was taken before the Historic Preservation Commission for review on August 25, 2020, and recommended changes by the HPC have been incorporated.

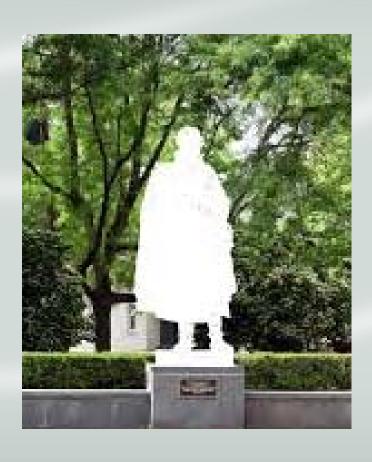


### **Key Components**

- 1) A statement of public purpose for the policies and procedures;
- Objective criteria for consideration of any proposed new monument or plaque;
- 3) Definitions of various types and scales of memorials and plaques; and,
- 4) Clearly articulated procedures for the review of proposals by Staff, the HPC, and City Council.



#### **Recommended Action**



Staff recommends that the City Council discuss the draft policies and procedures regarding consideration and acceptance by the City of donated memorials and plaques.

