

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;
- 2) 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.

