



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: FEBRUARY 26, 2021

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 DATE: MARCH 10, 2021

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:

This item was originally agenzized for the City Council meeting of October 28, 2020, and tabled to a future date. On February 10, 2021 the item was continued a second time to allow for correction of errors in the document.

In response to a proposed donation to the City of a plaque by the Daughters of the American Revolution, which was proposed to be placed in Old Town, 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. Furthermore, a completed draft of such policies and procedures was to be reviewed by the Historic Preservation Commission.

Recognizing that 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 generally thorough set of policies and procedures, which included: 1) an understandable statement of purpose, 2) articulation of a clear review process, and 3) consideration of a reasonable range of possible memorial donations. Staff also sought to locate a set of policies and procedures successfully in use 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, Texas. Staff then modified and tailored the San Antonio policies and procedures to fit Calabasas.

Staff presented the draft document to the Historic Preservation Commission on August 25, 2020. The Historic Preservation Commission thoroughly reviewed the draft, recommending additional revisions to improve applicability and appropriateness to the City of Calabasas, and improve readability. The revised draft set of policies and procedures stemming from the HPC review and benefitting from a review and editing by the City Attorney, is attached (Attachment A).

The draft policies and procedures include 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, 4) clear procedures for the review by Staff, the HPC, and the City Council of any proposals.

FISCAL IMPACT/SOURCE OF FUNDING:

The draft policies and procedures specify that any proposed new memorials or plaques must be designed, fabricated, and installed by the proposing entity, and that ongoing maintenance (to include replacement in event of loss by theft or vandalism) must be funded via insurance, bond, and/or an endowment fund.

REQUESTED ACTION:

That the City Council discuss and consider for adoption the draft policies and procedures for review and acceptance by the City of donated memorials and plaques.

ATTACHMENTS:

- Attachment A Draft policies and procedures for the review and acceptance by the City of donated memorials and plaques.
- Attachment B PowerPoint Presentation