



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 15, 2021

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: APPROVAL AND ADOPTION OF POLICIES AND PROCEDURES FOR CITY REVIEW AND ACCEPTANCE OF DONATED MEMORIALS AND PLAQUES

MEETING DATE: MARCH 24, 2021

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve and adopt final written policies and procedures for City review and acceptance of donated memorials and plaques (Attachment A).

BACKGROUND:

On March 10, 2021, the City Council discussed the draft policies and procedures for City review and acceptance 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 City Council recommended a few modifications to the draft set of written policies and procedures, and agreed by consensus that the written policies and procedures would be approvable after incorporating the requested amendments.

The written policies and procedures include: 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.

One of the more substantial amendments requested by the City Council on March 10th was addition of clear language specifying that any donated and accepted memorial or plaque becomes the property of the City, and that the City is permitted to modify, relocate, or remove any such memorial or plaque. Another requested amendment was to replace the non-specific word "community" with "City of Calabasas" in several locations. A number of other less substantial amendments were also requested by the City Council, and several others have been accomplished by staff to maintain consistency throughout the document.

Below is a summary listing of all the amendments (indicated page and paragraph numbers refer to the draft document -- a red-line copy is found at Attachment B):

1. Page 1, paragraph 1: At the conclusion of the last sentence, the word "community" has been replaced with "City of Calabasas".
2. Page 1, paragraph 2: At the conclusion of the last sentence, the word "community" has been replaced with "City".
3. Page 2, paragraph 1: To improve clarity, the sentence has been modified to read as follows: "In order to be considered, the proposed project must meet the following criteria." ("by the HPC" was deleted)
4. Page 2, third listed criterion: The subject heading was revised to read "**Significance to the City of Calabasas**", replacing "Local Community Significance."
5. Page 2, third listed criterion, first sentence: The word "community" has been replaced with "City of Calabasas".
6. Page 2, seventh listed criterion: The subject heading has been modified to read: "**Ownership and Right to Modify or Remove**".
7. Page 3, ninth listed criterion, final sentence: To improve clarity, the sentence has been modified to read as follows: "*In addition to the preceding standards, the following standards shall apply to any proposed new memorial within the Civic Center Plaza.*" (The *italicized* text was added.)
8. Page 3, Beneath the ninth listed criterion: To improve clarity and readability, and to place greater emphasis on the requirement for City Council approval, the four listed supplemental standards applicable to proposed memorials, plaques, etc. in the Civic Center Plaza have been re-ordered. Supplemental standard "d" has been moved up to the beginning of the list – to now be "a", with the remaining three supplemental standards following accordingly, in the same order, but now as "b", "c", and "d".
9. Page 3, supplemental standard "b" (as now reordered): To improve clarity, the words "and may be considered" have been added to the first sentence, so that it now reads as follows: "California State Historical markers and

markers pertaining to events or persons of national significance are permitted and may be considered, if mounted to walls or structures.”

10. Page 7, fourth paragraph: The heading above the paragraph has been modified to read: “CITY APPROVAL REQUIRED FOR ALL MONUMENTS, MEMORIALS, MARKERS, AND PLAQUES”.
11. Page 7, fourth paragraph: The fourth sentence in the paragraph has been modified by striking the word “or”, following the word “reject”, and by inserting the words “or remove” after “conditionally approve”.

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 approve and adopt the final written policies and procedures for City review and acceptance of donated memorials and plaques (Attachment A).

ATTACHMENTS:

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| Attachment A | Final policies and procedures for the review and acceptance by the City of donated memorials and plaques. |
| Attachment B | Red-line copy of draft policies and procedures. |