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**CHIEF ADMINISTRATIVE OFFICER  
COUNTY OF LOS ANGELES**

713 HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012  
974.1101



JAMES C. HANKLA  
CHIEF ADMINISTRATIVE OFFICER

October 28, 1985

MEMBERS OF THE BOARD  
EDMUND D. EDELMAN  
CHAIRMAN  
PETER P. SCHABARUN  
KENNETH HARRIS  
DEANE DANA  
MICHAEL D. ANTONOVICH

EXECUTIVE SUMMARY

GUIDELINES FOR MEMORIAL PLAQUES

Recommendation

- Approve the attached guidelines for the selection and placement of memorial plaques which are offered to the County.
- Adopt the proposed amendment to the Los Angeles County Code Title 3, Section 3.30 authorizing the Los Angeles County Historical Landmarks Committee to receive and consider requests for placement of memorial plaques on County property designated by the Board for such use and to recommend to the Board those memorial plaques which the Committee deems appropriate based on the guidelines.

Background

- ° On June 25, 1985 the Board instructed the Chief Administrative Officer and County Counsel to establish guidelines for placement of memorial plaques on County property and to identify appropriate wall space pending the establishment of the guidelines.
- ° On September 3, 1985 the Board approved an outdoor site in the County Mall as an appropriate location for the placement of memorial plaques.
- ° County Counsel, Facilities Management Department and the Los Angeles County Historical Landmarks Committee have reviewed and concur with the proposed guidelines.

JCH:GK  
LN:irG24  
Attachments

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HONORABLE BOARD OF SUPERVISORS  
County of Los Angeles  
383 Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

GUIDELINES FOR MEMORIAL PLAQUES

On September 3, 1985 your Board designated the central walkway in the County Mall as an appropriate site for the placement of memorial plaques. This site recommendation was the initial response to your action of June 25, 1985 in which your Board also instructed this office, together with County Counsel, to develop guidelines for the placement of memorial plaques.

To accomplish that task we requested and received information from several other jurisdictions to assist us in developing policies and procedures for the County of Los Angeles. Our review of that information revealed a consensus that a central screening committee or placement authority, appointed by local authorities, can best accomplish the evaluation of events or projects submitted for historical or cultural recognition and make the appropriate recommendation to the decision making body. In a number of jurisdictions an art commission or historical resource commission fulfills this function.

The Los Angeles County Historical Landmarks Committee was created by ordinance to serve as an advisory body to the Board in matters pertaining to historical and County heritage interests. This office recommends that this Committee's role be expanded to include the review and recommendation for Board approval of requests to place memorial plaques in the area previously designated by the Board for such purpose. We have consulted the Committee and they agree with our recommendation.

To protect the integrity of the selection and evaluation process for memorial plaques it will be essential to apply a policy strictly and consistently. Therefore, the attached guidelines are proposed for your adoption and use by the County's Historical Landmarks Committee in evaluating the placement of memorial plaques which are offered to the County. Based upon these guidelines, County Counsel has prepared the appropriate ordinance amendment and analysis (Attachment II).

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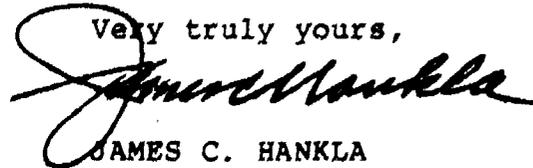
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The guidelines also include policies and procedures regarding the payment for installation and maintenance of memorial plaques.

IT IS, THEREFORE, RECOMMENDED THAT YOUR BOARD:

1. Introduce, waive reading, and place on the agenda for adoption, the proposed amendment to the Los Angeles County Code Title 3, Advisory Commissions and Committees, Section 3.30 authorizing the Los Angeles County Historical Landmarks Committee to receive and consider requests from any historical association or private individual(s) for the placement of memorial plaques on the County property designated by the Board for such use and to recommend to the Board the display on County property of those memorial plaques which the Committee deems appropriate based on the guidelines; and
2. Adopt the attached guidelines for the selection and placement of memorial plaques which are offered to the County and for reimbursing the County for the cost of their display.

Very truly yours,



JAMES C. HANKLA  
Chief Administrative Officer

JCH:GK

LN:irg3

Attachments

cc: County Counsel  
Executive Office  
Director, Facilities Management  
Historical Landmarks Committee

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On motion of Supervisor Schabarum, seconded by Supervisor Edelman, unanimously carried, the foregoing was adopted.

(ALSO SEE BOARD ORDER NO. 98 THIS DATE)

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LOS ANGELES COUNTY GUIDELINES FOR THE PLACEMENT  
OF MEMORIAL PLAQUES

## I. POLICY

- A. The event commemorated in the memorial plaque must be of documented significance to the cultural, anthropological, economic, social or political history of the County or to an ethnic community within the County.
- B. The memorialization of the event and the design must be consistent with legal limitations on the use of public property.
- C. The memorial plaque must be appropriate for public display, no larger than 24 inches by 39 inches and compatible with the integrity of the site.
- D. The Facilities Management Department shall determine the appropriate installation method of the approved plaque on the designated site.
- E. The County shall not be liable for any expense relating to the design and installation of the memorial plaque. The cost for this will be undertaken by the applicant(s). Should any plaque, once installed, be vandalized or stolen the County will not furnish additional plaques or replacements of the memorials. Restoration or replacement costs, including additional installation costs, shall be the responsibility of the individual or group which initiated the request for placement of the plaque.
- F. The Board of Supervisors may amend or repeal these guidelines whenever circumstances warrant.
- G. The County reserves the right to remove a memorial plaque, at County expense, from the site at any time.
- H. The County reserves the right to decline placement of the memorial plaque at any time and for any reason.

## II. PROCEDURES

- A. The request to display the memorial plaque shall be submitted to the Los Angeles County Historical Landmarks Committee. The request shall be accompanied by sufficient research and historical evidence to substantiate the significance of the event to the County or to the community involved.

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- B. The request shall also be accompanied by a sketch, plan, model or photograph of the plaque to be considered and with written information on its dimensions, weight and construction material. The Committee may request the applicant(s) to provide additional information as necessary to assist in their review of the request.
- C. If the Committee determines that the proposed plaque does not meet the guidelines, the Committee shall deny the request. If the plaque meets the guidelines, the Committee shall recommend approval to the Board of Supervisors.
- D. Following the approval of the Board of Supervisors to display the plaque, the applicant(s) shall deposit with the Executive Office 150% of the estimated installation cost as determined by the Facilities Management Department. Upon completion of the installation work and determination by the Facilities Management Department of the total cost, any balance remaining from the deposit shall be refunded by the Executive Office to the applicant(s).

ADOPTED BY THE BOARD OF SUPERVISORS ON November 5, 1985