

**CITY OF SAN MATEO**  
**RESOLUTION NO. \_\_\_\_ (2020)**

**APPROVING SAN MATEO CITY COUNCIL POLICY ON HISTORIC MARKERS IN THE PUBLIC RIGHT OF WAY**

WHEREAS, the City Council has an interest in acknowledging and commemorating San Mateo's culture and history by recognizing places of significant public interest; and

WHEREAS, historic marker programs are designed to be selective and based upon objective criteria, while still allowing a measure of flexibility; and

WHEREAS, the City Council guidelines will be amended to include the Council is responsible for considering historic markers in the public right of way, including the selection of marker recipients; and

WHEREAS, in accordance with CEQA Guidelines Section 15378(b)(5), approval of this policy is exempt from CEQA as an administrative activity that will not impact the environment;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES THAT:

1. The attached San Mateo City Council Policy on Historic Markers in the Public Right of Way is approved.

**San Mateo City Council Policy on  
Historic Markers in the Public Right of Way**

Approved by the San Mateo City Council on \_\_\_\_\_, 2020.

**Introduction**

The San Mateo City Council is responsible for considering historic markers in the public right of way, including the selection of marker recipients. To facilitate the process, the Council follows the following policy.

**Policy**

The City Council has an interest in acknowledging and commemorating San Mateo's culture and history by recognizing places of significant public interest. Historic marker programs are designed to be selective and based upon objective criteria, while still allowing a measure of flexibility.

**A. Evaluation Criteria**

The City Council will review all complete applications and allow an applicant to make a presentation at a regularly scheduled meeting.

**Qualifying Criteria (All applications must meet all five of the following):**

1. Site is one of the following:
  - i. A place of public interest, such as a historic property, area of cultural significance, or location of a historically significant event.
  - ii. Represents an organization or person whose contributions were significant to the historical heritage of San Mateo. *Recognition of an individual must be posthumous.*
2. Site is not currently marked by any other marker or any other program, either public or private. Site would probably not be eligible for the state or national registry.
3. Proposed marker location is to be in the City's public right of way. If in the State right of way, the State's approval will be required before installation.
4. Proposed marker must be in public view and comply with the Americans with Disability Act standards.
5. Is privately funded or the Council is willing to commit public funds contingent on availability.

**B. Inscriptions and Design**

All final marker designs will be reviewed and considered by Council for approval. City staff will work with the applicant on the proposed draft inscription and design to ensure significant information has been included and that it complies with Council's policy. The inscriptions should not editorialize or speculate; and shall only include widely-acknowledged historical facts. Additionally, space limitations due to the size and configuration of the markers require concise statements. Appropriate images or graphics may be included.

**C. Marker Format**

Each marker will be of the same general size and design, unless otherwise determined by the Council.

The selected prototype is:

Installed: in-ground and flush with the street/sidewalk. Material: cast or etched metal

**D. Approval Process**

1. Sponsors must submit a completed City of San Mateo Historical Marker application to the City Manager's Office. City staff will work with the applicant to ensure the proposed marker is in conformance with the Council's policy. Applicant must provide estimated costs for manufacturing and installation of marker, and information on how it will be funded.
2. The City Council will consider the application during a regularly scheduled meeting and sponsors may make a 5-minute presentation.
3. A simple majority approval *by* Council resolution is required to approve a marker.

#### **F. Location**

Markers considered under this policy will be installed within the City of San Mateo public right-of-way in the general area of the selected site as feasible. The marker does not interfere with compliance with the Americans with Disability Act.

#### **G. Property and Maintenance**

Upon installation, a marker in the City of San Mateo public right-of-way immediately becomes property of the City. The City will be responsible for overseeing the installation and reasonable maintenance of the marker. The City Council reserves the right to remove or relocate any marker approved under this policy at its sole discretion.

#### **H. Replacement Markers**

If a publicly-funded marker is damaged and must be repaired or replaced, the appropriate governmental agency may purchase a replacement marker contingent on funding availability. Replacement costs and associated fees for privately-funded markers that have been damaged are the responsibility of the applicant. Damaged markers should be repaired or replaced within 120 days of the responsible party being notified. All reinstallations or repairs will be managed by City staff.