



# **PARKS AND RECREATION COMMISSION AGENDA REPORT**

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MEETING DATE: OCTOBER 24, 2013

ITEM NUMBER: 10e

**SUBJECT: REQUEST TO PLACE A MEMORIAL PLAQUE AT THE ESTANCIA PARK ADOBE**

**DATE: OCTOBER 4, 2013**

**FROM: PUBLIC SERVICES DEPARTMENT / RECREATION DIVISION**

**PRESENTATION BY: LISA MCPHERSON, RECREATION SUPERVISOR**

**FOR FURTHER INFORMATION CONTACT: LISA MCPHERSON AT (714) 754-5322**

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## **RECOMMENDATION**

Staff recommends that the Parks and Recreation Commission approve the request to place a memorial plaque at the Estancia Park Adobe.

## **BACKGROUND**

Council Policy 800-4 states, "The City of Costa Mesa encourages donations by individuals, civic groups, and businesses for the purpose of improving City parks and public facilities. Such donations, including the placement of memorial plaques and volunteer efforts for clean up projects, shall be accomplished in a consistent fashion in accordance with this policy. Guideline number three (3) of policy 800-4 states, "All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation" (Attachment 1).

## **ANALYSIS**

Recreation staff received a letter from the Historical Society President, Bob Palazzola, requesting to install a memorial plaque at the Estancia Park Adobe (Attachment 2). Presently, there are two (2) plaques in the ground at the Estancia Park Adobe (one plaque is a memorial plaque and the other commemorates the gift of the bell).

The requested plaque will be a 4-inch by 8-inch bronze plaque inscribed with "In Memory of Helen C. Smith" and manufactured by Artistic Signatures (Attachment 3). Artistic Signatures is the vendor used for manufacturing plaques by the Historical Preservation Committee and was used to replace an informational plaque at the Adobe.

## **ALTERNATIVES**

The Commission may choose to not approve the request to place a memorial plaque at the Estancia Park Adobe.

**FISCAL REVIEW**

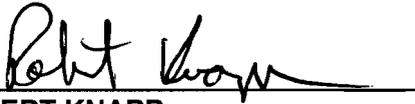
The plaque will be purchased by Ms. Smith's family and donated to the Historical Society. City Maintenance staff will install and secure the plaque.

**LEGAL REVIEW**

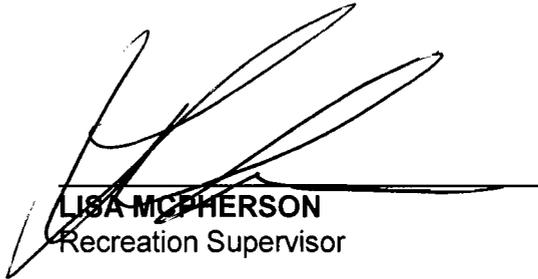
No legal review is required for this item.

**CONCLUSION**

The Historical Society has requested and will provide a memorial plaque to be installed at the Estancia Park Adobe. Staff recommends that the Commission approve the Historical Society's request.



**ROBERT KNAPP**  
Recreation Manager



**LISA MCPHERSON**  
Recreation Supervisor

- ATTACHMENTS:
1. Council Policy 800-4
  2. Letter from Historical Society President
  3. Draft of Memorial Plaque

## CITY OF COSTA MESA, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
ACCEPTANCE AND RECOGNITION OF DONATION TO CITY PARKS AND PUBLIC FACILITIES	800-4	6-17-02 12/5/02 Rev. 07/13/04	1 of 4

**BACKGROUND**

The City of Costa Mesa has, over a period of many years, received donations of time and money as well as requests for the placement of memorial plaques at City parks and public facilities. No formal process has existed for the acceptance of same, which has led to a disjointed, confusing practice. Due to the lack of a consistently applied policy, there are few records available to substantiate the basis upon which donations and/or the placement of memorial plaques were accepted.

**PURPOSE**

The purpose of this policy is to establish a consistent procedure for the acceptance and recognition of donations to City parks and public facilities and requests for memorial plaques.

**POLICY**

It is the policy of the City of Costa Mesa to encourage donations by individuals, civic groups, and businesses for the purpose of improving City parks and public facilities. Such donations, including the placement of memorial plaques and volunteer efforts for clean-up projects, shall be accomplished in a consistent fashion in accordance with this policy. Any donation of service, equipment or plantings shall be submitted to the Parks and Recreation Commission for consideration.

**PROCEDURES AND GUIDELINES****TREE DONATIONS AND THE PLACEMENT OF MEMORIAL PLAQUES**

1. All donations accepted by the City shall be acknowledged by the Mayor at a regular City Council meeting or by response from the Mayor in writing, thanking the donor.
2. All donations of trees or other planting shall be in accordance with the Parks and Open Space Master Plan and/or comply with the approved park-planting palette.
3. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Application forms for Memorial Plaques, or Circle of Service, are available at the Recreation Services Division counter.
4. Park plaques shall be bronze with a minimum size of 4" x 8". All plaques shall have standard wording to include "In Memory Of" or "In Honor Of".



# COSTA MESA HISTORICAL SOCIETY

POST OFFICE BOX 1764  
COSTA MESA, CALIFORNIA 92628

**ATTACHMENT 2**

*Member:*

*NATIONAL TRUST FOR  
HISTORIC PRESERVATION*

*CONFERENCE OF  
CALIFORNIA HISTORICAL  
SOCIETIES*

September 27, 2013

Lisa McPherson  
Recreation Department  
Costa Mesa City Hall  
P.O. Box 1200  
Costa Mesa, CA 92628

The Costa Mesa Historical Society is requesting that the Costa Mesa Parks and Recreation Committee authorize the installation of a plaque to honor Helen Smith near the adobe alongside the Camino Real bell and plaque and the plaque honoring Joyce Martin. The plaque will be purchased by Helen's daughter Cory and donated to the historical society.

Helen Smith had a wide influence in the development of archaeological and historical groups in Orange County and California. She participated in research projects for both organizations. The Society has a number of oral histories she has conducted of early community residents. She was a large contributor to the Costa Mesa Historical Society's collections. The largest artifact she gave was the fireplace mantle in the southeast corner (inside). She worked with Helen Humphreys on a number of early exhibits, both at the adobe and at the historical society building on Anaheim Avenue. One featured a number of plants and other items the Indians would have used in their daily lives.

Helen was a quiet person, always staying out of the limelight. But we believe her contributions should be recognized, and therefore want to honor her with this plaque.

Sincerely,

A handwritten signature in black ink that reads "Bob Palazzola". The signature is written in a cursive, flowing style.

Bob Palazzola  
Costa Mesa Historical Society

ATTACHMENT 3

IN MEMORY OF  
HELEN C. SMITH