

## **Arts Commission - Civic Design Review**

### **Commemorative Plaque Design Guidelines**

#### **Which Plaques Require Approval?**

Commemorative plaques that are placed on City owned property including sidewalks require review and design approval from the Civic Design Review Committee and formal approval from the full Arts Commission. The Committee reviews the design, materials, siting, orientation, content and context. Some plaques are exempt or eligible for administrative review based on certain conditions explained below.

#### **Submission Requirements**

To be calendared for the Civic Design Review meeting, you will need to submit the following in electronic and hard copy format to the Civic Design Review Program Manager one week prior to the meeting date:

- Request for Review Form which can be downloaded from Arts Commission website
- Site photographs
- Images of the plaque design and information regarding size, materials to be used in fabrication and method of installation
- A “to scale” rendering of the plaque in its proposed location
- For multiple plaques, provide a plan or drawing of all of the proposed locations
- Evidence of community outreach and support for this project

#### **Plaque Review Process**

- Board of Supervisors
  - Prior to submittal of an Application for a Commemorative Plaque Encroachment Permit to DPW, a resolution from the Board of Supervisors must be obtained to commemorate the person(s) and/or event(s) being proposed for recognition/commemoration; you may contact your District Supervisor to discuss your proposal. If it is a city or neighborhood wide program, a resolution may be required or desirable.
- Arts Commission – Civic Design Review Committee
  - Quality of design
  - Clarity and readability of graphics
  - Accuracy of information
  - Appropriateness and durability of materials
  - Approval of site where the plaque is proposed to be placed.
  - Review of anchoring/installation system
- Department of Public Works – Street Use and Mapping
  - Commemorative Plaque Encroachment Permit
    - Slip coefficient and safety requirements
    - Mandatory notification of residents within 150-foot radius of project and proposed plaque locations.
- Mayor’s Office on Disability

- No official review required at this point.

### **Exempt Projects**

An exempt project does not need to submit to the Arts Commission. Examples of the projects are:

- A plaque that is replacing an existing plaque with the same design *or*
- A plaque that is added to an existing series of plaques following a previously approved design; e.g. Barbary Coast Trail.

### **Administrative Review**

Administrative review is an Arts Commission staff review of the plaque design and does not usually require a presentation to the Committee. The following types of projects are eligible for Administrative review.

- A new plaque that has a design based on a previously approved plaque
- A plaque that is text only and follows the suggested design specifications (below)

#### **Suggested Design Specifications for Text only Plaques**

- Less than 18" on its longest side
- Less than 1/8" depth relief of lettering or images
- Cast Bronze
- Border around edge of plaque
- 1" text height– Times New Roman?
- Plaque title larger than explanatory text

### **Public Works Code**

The Arts Commission is identified in the Public Works Code to work with DPW to provide design criteria or guidelines for commemorative plaques. The Civic Design Review Committee has been assigned this duty by the Arts Commission and reviews plaques during the Department of Public Works permitting process.

Public Works Code Article 15 Section 789.5

"The Department shall develop siting criteria for the commemorative plaques and may adopt such criteria through departmental orders and/or regulations. The Department shall also develop design guidelines for the commemorative plaques after consulting with the Art Commission."

Revised 5/13/13: MC/JM/DPW