



DATE: February 25, 2013

AGENDA ITEM # 2

## AGENDA REPORT

**TO:** Historical Commission  
**FROM:** Zachary Dahl, Staff Liaison  
**SUBJECT:** Historic Plaque Program

### RECOMMENDATION:

Finalize the draft Historic Plaque Program and make a recommendation to the City Council.

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### BACKGROUND

The Historical Commission is charged with encouraging public knowledge, understanding, and appreciation of the City's past, and fostering civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources. The Historical Commission has identified the creation of a historic plaque program as a way to recognize properties and structures listed on the HRI to further the City's goals of community outreach and education about Los Altos History.

At the April 23, 2012 Historical Commission meeting, the Commission discussed the idea of developing a historic plaque program to recognize properties on the Los Altos Historical Resources Inventory (HRI). Over the past nine months, the commission has researched plaque programs used by other cities, plaque manufacturing costs and options, and discussed intent and scope of a potential Los Altos plaque program. The Commission focused on the plaque programs used by the cities of Palo Alto and Santa Cruz to guide the structure of the draft plaque program. However, the underlying goal was to develop a historic plaque program unique to the City of Los Altos.

At the Oct. 22, 2012, the Commission approved the language for a draft program and discussed design options for a historic plaque. Commissioner Walter Chapman volunteered to draft a plaque template and installation specifications to include with the program. At the November 26, 2012 meeting, the Commission refined the scope of the plaque design and provided more specific direction for the design and placement of the plaque.

### DISCUSSION

A final draft of the Los Altos Historic Plaque Program, along with a plaque design and installation specifications, is attached with this report. Once the Commission agrees on the design of the historic plaque and the program details, the final Historic Plaque Program proposal should be forwarded to the City Council for consideration.

#### Attachments:

Draft Historic Plaque Program



# CITY OF LOS ALTOS

## HISTORIC PLAQUE PROGRAM

### PROGRAM DESCRIPTION

The intent of the Los Altos Historic Plaque Program is to recognize properties and structures listed on the Los Altos Historic Resources Inventory in order to support the spirit of historic preservation in the City. This program will outline the criteria and design for a historic plaque that can be installed on Historic Resource and Historic Landmark properties. All properties and structures listed in the Los Altos Historic Resources Inventory are eligible to receive a historic plaque.

### PROGRAM PURPOSE

Historic plaques can provide Los Altos residents with a means to identify and learn about the historic properties and structures in their neighborhoods and around the City. This program will encourage greater public knowledge, understanding and appreciation of the City's past, foster civic and neighborhood pride, and further develop a sense of identify based upon the recognition and use of the City's historic resources.

### PLAQUE DESIGN

The design of the historic plaque shall be unique to Los Altos and will include the City name, identify historic status (Historic Resource or Historic Landmark) and the year in which the structure was built. The design specifications for the historic plaque will be as follows:

- Circular in shape
- Five (5) inches in diameter
- Bronze cast

Exhibit A provides a specifications and a graphic of the historic plaque design. All plaques shall be consistent with this template. Each design shall be reviewed and approved by the Historical Commission prior to manufacture and installation.

### PLAQUE LOCATION

The desired location of the plaque will be adjacent to the front door of the historic residence or structure. In cases where the front door is not visible from a public street, the plaque may be mounted on an existing fence or masonry wall adjacent to the front walkway at or near the property's frontage on a public street. Alternatively, the plaque may be mounted on a post adjacent to the front walkway or driveway at or near property's frontage on a public street. However, the post cannot be located within a public street right-of-way. Exhibit B provides specifications for plaque installation and location.

## **APPROVAL PROCESS**

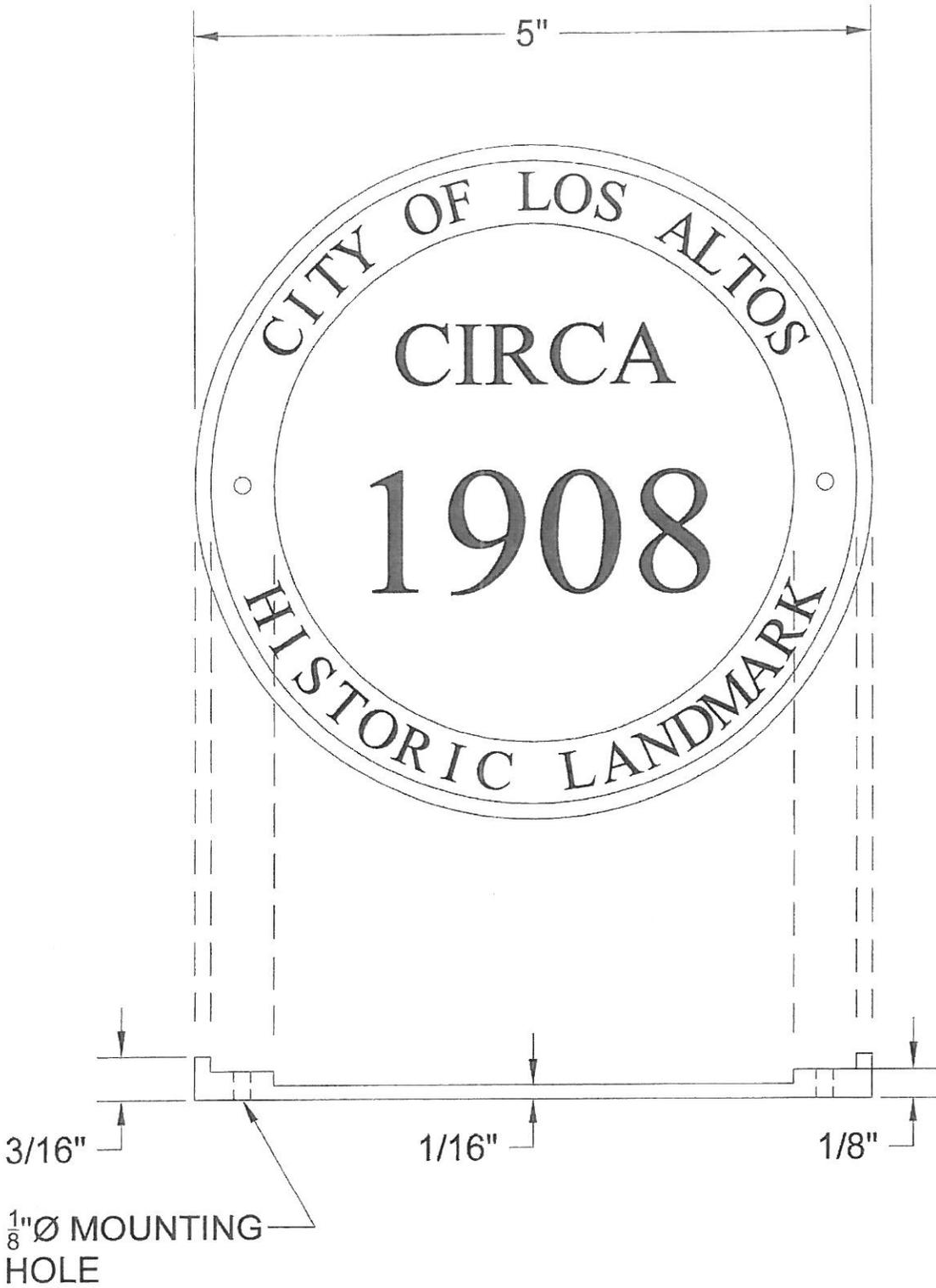
The owner of a historic property shall submit a request for a historic plaque to the Historical Commission staff liaison. As part of the request, the property owner would provide information pertaining to the proposed plaque location and method of installation. At the next available meeting, the Historical Commission shall review the request for consistency with the historic plaque design specifications and the proposed location on the property. Once approved by the Historical Commission, the property owner can move forward with manufacturing and installation of the historic plaque.

## **EXHIBITS**

Exhibit A – Historic Plaque Design Template

Exhibit B – Plaque Installation and Location

Exhibit A  
Historic Plaque Design Template

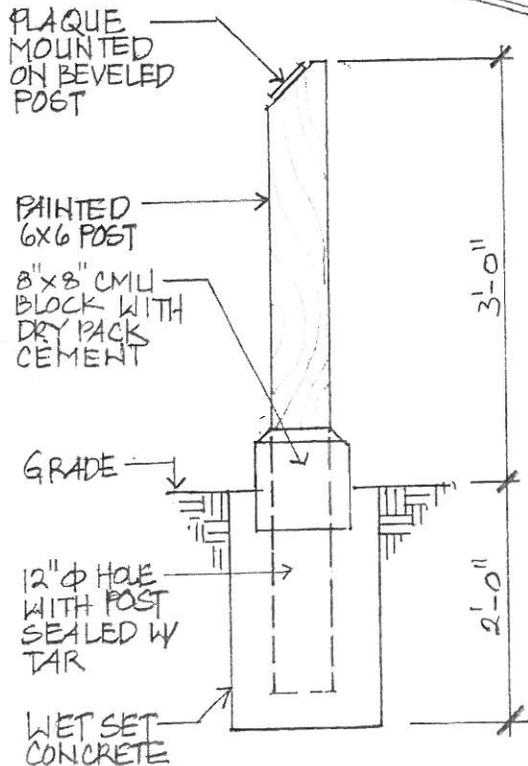
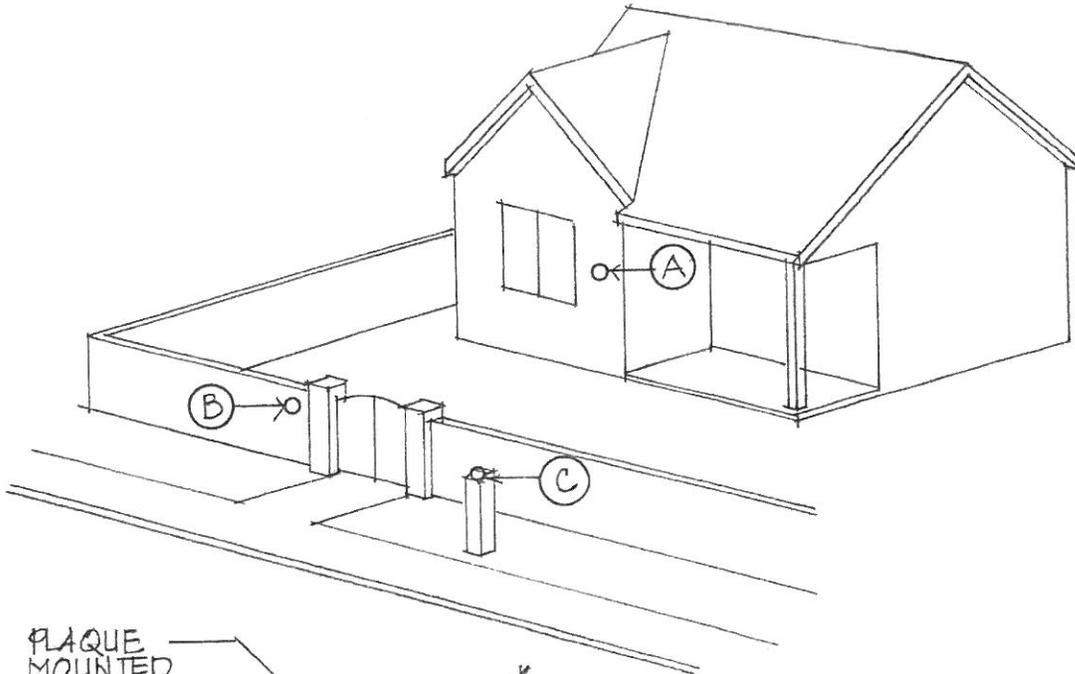


SUGGESTED PROFILE



**Exhibit B**  
**Plaque Installation and Location**

CITY OF LOS ALTOS  
 HISTORICAL PROPERTIES PLAQUE  
 PLACEMENT OPTIONS



- (A) LOCATED ON BUILDING IF VISIBLE FROM SIDE WALK
- (B) LOCATED ON FENCE OR WALL IF BUILDING IS NOT READLY VISIBLE
- (C) MOUNTED ON POST IN STREET EASEMENT NEAR SIDEWALK