DATE: January 27, 2014

AGENDA ITEM # 2

TO: Historical Commission

FROM: Sierra Davis, Staff Liaison

SUBJECT: Certified Local Government (CLG) Annual Report

RECOMMENDATION:

Approve the Annual Report to the State Office of Historic Preservation

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DISCUSSION

The Certified Local Government Program Annual Report is a report submitted to the State Office of Historic Preservation summarizing commission meetings, changes to the Historic Resource Inventory, and commission training. The report summarizes the commission activity from October 2012 to September 2013.

Attachments:

A. Certified Local Government Program – 2012 – 2013 Annual Report

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

INSTRUCTIONS: This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.
Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to Lucinda.Woodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than10mb total), you will need to send them in a second or third email.

Name of CLG: City of Los Altos

Report Prepared by: Sierra Davis, Assistant Planner **Date of commission/board review:** January 27, 2014

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals. ***REMINDER**: Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.*

No, amendments of revisions were adopted and none are under consideration.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal code.

http://library.municode.com/index.aspx?clientId=16460 > Title 12: Building and Construction > Chapter 12.44 Historic Preservation.

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B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance)

1. During the reporting period, October 1, 2012 – September 30, 2013, what properties/districts have been locally designated?

Property Name/Address	Date Designated	Number of Contributors in District	Date Recorded by County Recorder
452 University Avenue	June 11, 2013	Landmark designation.	June 28, 2013
1448 Fowler Lane	June 25, 2013	Landmark designation.	June 28, 2013

***REMINDER**: Pursuant to California Government Code § 27288.2, "the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof."*

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

None.

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?

☐ No ☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan.

http://www.losaltosca.gov/sites/default/files/fileattachments/Community%20Development/page/429/communitydesignhistoricresourceselement.pdf

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2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan?

☐ Yes ☒ No

3. When will your next General Plan update occur? 2022

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

☒ All projects subject to design review go the commission.

☐ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review?

2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government?
- What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government?

The majority of projects that are reviewed by the Historical Commission are exempt from CEQA review. For a project that is subject to CEQA review and listed in the City's Historical Resources Inventory, an initial study of environmental effects would be required. The Historical Commission would review the project prior to the start of the initial study and the Commission's input would be incorporated into the initial study as applicable.

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government?
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?

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Staff would take the lead on providing any input on Section 106 documents and, if appropriate and/or required by City Ordinance, seek input form the Historical Commission.

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Frank Bishop	Business Consultant (public)	February 2009	February 2017	fw_bishop@yahoo.com
Janis Ahmadijian-Baer	Realtor (public)	February 2011	February 2015	janisbaer@stanfordalumni.org
Denise Welsh	Real Estate Broker (public)	February 2009	February 2017	denisew@apr.com
Kristin Baker	Attorney (public)	February 2007	February 2015	Kristin.baker@cco.sccgov.org
Robert Mabe	Electrical Engineer (public)	February 2013	February 2017	Maber94022@yahoo.com
Sapna Marfatia	Architect (professional)	May 2011	February 2015	Marfatia@stanford.edu
Walter Chapman	Residential Designer (public)	February 2011	February 2015	walter@wjcda.com
Gregory Loney	Medical/Engineer (public)	November 2007	February 2013	G_loney@msn.com

Attach resumes and Statement of Qualifications forms for all members.

1. If your do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided?

The Los Altos Historical Commission currently has only one qualified professional as a commissioner. Since Los Altos is a smaller community and the Commission is filled by volunteers, it is always a challenge to recruit qualified professionals to sit on the Historical Commission. However, it should be noted that while the other members of the Commission are not technically "professionals", they include attorney's, real estate professionals, historic property owners and a local residential designer; all of whom have a professional

understanding about various aspects of historical preservation and contribute valuable insight and knowledge into the historic review process.

2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled?

   All positions are filled.

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No
2. If the position(s) is not currently filled, why is there a vacancy? N/A

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Sierra Davis	City and Regional Planning	Planning Department	sdavis@losaltosca.gov

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C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum.

Commissioner/Staff	Oct	Nov	Dec*	Jan	Feb	Mar	Apr	May*	Jun*	Jul*	Aug	Sep
Frank Bishop	☒	☒		☒	☒	☒	☒				☒	☒
Janis Ahmadijian-Baer	☐	☒		☒	☒	☒	☒				☒	☒
Denise Welsh	☒	☒		☒	☒	☒	☒				☒	☒
Kristin Baker	☒	☒		☒	☒	☒	☒				☒	☐
Robert Mabe	☐	☐		☐	☐	☒	☒				☒	☐
Sapna Marfatia	☒	☐		☒	☒	☒	☒				☒	☒
Walter Chapman	☒	☐		☒	☒	☒	☒				☒	☒
Gregory Loney	☐	☒		☒	☒	☐	☐				☐	☐

**Canceled Meeting*

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Unfortunately, the commissioners did not receive training this year.

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Frank Bishop				
Janis Ahmadijian-Baer				

Denise Welsh				
Kristin Baker				
Robert Mabe				
Sapna Marfatia				
Walter Chapman				
Gregory Loney				

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts: initiated, researched, or developed in the reporting year
NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

N/A

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

California CLG procedures require CLGs to submit survey results including historic contexts, to OHP. If you have not done so, submit a copy (electronic format preferred) with this report.

N/A

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C. Corrections or changes to Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
The 29th Annual Margaret Thompson Historic Essay Contest	The essay prompt was, "Bear in Mind: The Story of the California Grizzly". The contest was open to students in grades 3 through 6 and essays were submitted by 633 students from nine Los Altos schools.	January – May 2013

V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2012).

NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at **www.nps.gov/hps/clg/forms.html.**

A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your inventory as of September 30, 2013? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from **all** programs, local, state, and Federal.

Program Area	Number of Properties
Historic Resources Inventory	102

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(Reporting period is from October 1, 2012 through September 30, 2013)

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. As of September 30, 2013, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law?

   ☐ Yes ☒ No

2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2013?

C. Local Tax Incentives Program

1. As of September 30, 2013, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)?

   ☒ Yes ☐ No

2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2013?

   Nine (9)

D. Local "Bricks and Mortar" Grants/Loans Program

1. As of September 30, 2013, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties?

   ☐ Yes ☒ No

2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2013?

E. Local Design Review/Regulatory Program

1. As of September 30, 2013, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district?

   ☒ Yes ☐ No

2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2013?

   Two (2).

F. Local Property Acquisition Program

1. As of September 30, 2013, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?

   ☐ Yes ☒ No

2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2013?

VI. Additional Information for National Park Service Annual Products Report for CLGs (certified before October 1, 2012).

NOTE: OHP will forward this information to NPS on your behalf. **Please read** "Guidance for completing the Annual Products Report for CLGs" located at **www.nps.gov/hps/clg/forms.html.**

A. CLG Inventory Program

During the reporting period (October 1, 2012-September 30, 2013) how many historic properties did your local government add to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

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Program area	Number of Properties added
California Historic Landmark and Historic	3

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2012-September 30, 2013) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?

   ☒Yes ☐ No

2. If the answer is yes, then how many properties have been added to your register or designated since October 1, 2012?

   Two (2)

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2012-September 30, 2013) did you have a Local Tax Incentives Program, such as the Mills Act?

   ☒Yes ☐ No

2. If the answer is yes, how many properties have been added to this program since October 1, 2012?

Name of Program	Number of Properties that have Benefited
Mills Act	One (1)

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D. Local "bricks and mortar" grants/loan program

1. During the reporting period (October 1, 2012-September 30, 2013) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties?

   ☐ Yes ☒ No

2. If the answer is yes, then how many properties have been assisted under the program(s) after October 1, 2012?

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2012-September 30, 2013) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission and/or staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties with a historic district?

   ☒ Yes ☐ No

2. If the answer is yes then, since October 1, 2012, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s)?

   Two (2)

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2012-September 30, 2013) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means?

   ☐ Yes ☒ No

2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2012?

Certified Local Government Program -- 2012-2013 Annual Report

(Reporting period is from October 1, 2012 through September 30, 2013)

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

A. What are the most critical preservation planning issues?

The most critical preservation planning issue is updating and maintaining the integrity of the HRI.

B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community?

Adoption of a historic plaque program.

C. What recognition are you providing for successful preservation projects or programs?

The City has an annual Historic Preservation award that includes recognition by the Mayor at a City Council meeting and an official City Proclamation and a historic plaque program.

D. How did you meet or not meet the goals identified in your annual report for last year?

1. Implementing the Historic Plaque Program and installing the plaques. We have nine residences confirmed and will continue outreach to the remaining residences.

2. Continue to maintain and improve the Historical Commission's community outreach and awareness by collaborating with the Los Altos History Museum and administering the Annual Margaret Thompson Essay Contest.

3. Continue to seek historic education and training opportunities for the commission as a group. Unfortunately we did not have any commissioner training this reporting period.

E. What are your local historic preservation goals for 2013-2014?

1. Continue to maintain and improve the Historical Commission's community outreach and awareness by collaborating with the Los Altos History Museum and administering the Annual Margaret Thompson Essay Contest.

2. Continue to seek historic education and training opportunities for the commission as a group.

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F. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP?

G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
It would be useful if the OPH could provide recorded webinars that we could use at a meeting to educate the commission. The "Interpretation and Application of Secretary of the Interior's Standards for the Treatment of Historic Properties" is a great module that I will be using for ongoing training as a Commission. I think it will help to form a baseline education for all commissioners.	The module format with interactive pages is a great learning tool that will foster discussion. I would like to see more module type learning tools.

H. Would you be willing to host a training working workshop in cooperation with OHP?

☒ Yes ☐ No

XII Attachments

☐ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff

☐ Minutes from commission meetings

☐ Drafts of proposed changes to the ordinance

☐ Drafts of proposed changes to the General Plan

☐ Public outreach publications

Email to Lucinda.Woodward@parks.ca.gov