



DATE: March 23, 2015

AGENDA ITEM # 4

AGENDA REPORT

TO: Historical Commission
FROM: Sean K. Gallegos, Staff Liaison
SUBJECT: Commission Goals and Work Plan

RECOMMENDATION:

Accept the 2014-2015 Historical Commission Goals and Work Plan

BACKGROUND

At the meeting on February 23, 2015, the Commission accepted the following list that outlined the Commission's 2014-2015 accomplishments:

1. The Commission has held seven regularly scheduled meetings since April 2014.
2. The Commission administered the 30th annual Margaret Thompson Essay Contest. The essay topic was "Los Altos Art Works Enrich Our Lives and Community." Essays were submitted from students from six schools, including home schools, in the Los Altos area, with a trophy being awarded to the school with the most award winners. Award checks and certificates were distributed by the Mayor to the students at the ice-cream social sponsored by the Historical Commission on May 13, 2014.
3. The Commission implemented the Historic Plaque Program.
4. The Commission administered and the City Council awarded the Historical Preservation Award to Margaret Thompson at the May 13, 2014 meeting.
5. The Commission assisted in the recognition of the Centennial Anniversary of the Library System.
6. The Commission reviewed and approved the 2013-2014 Certified Local Government Program Annual Report. Staff submitted the report to the State Office of Historic Preservation on February 9, 2015.
7. The Commission reviewed and accepted a Commission Calendar that identifies reoccurring events, dates and deadlines at the January 26, 2014 meeting.

8. The Commission reviewed and recommended approval of design details for a previously approved alteration and addition to a Historic Resource property at 10 Yerba Buena Avenue at the April 28, 2014 meeting.
9. The Commission reviewed and recommended approval of a one-story addition of 75 square feet and an exterior alteration to a Historic Resource at 718 Orange Avenue at the April 28, 2014 meeting.
10. The Commission reviewed and recommended approval of an exterior alteration to enlarge and relocate a second-story window on a Historic Resource at 275 Valley Street at the April 28, 2014 meeting.
11. The Commission reviewed and approved a Historic Alteration Permit for the demolition of an existing detached accessory structure, construction of a new detached garage, rear yard improvements, including new landscaping and new pool, alterations to the rear elevation and a new second-story balcony for a landmark property at 452 University Avenue at the August 25, 2014 meeting.
12. The Commission reviewed and approved proposed modifications to a landmark eligible structure or property to construct a new 441 sq. ft. detached two-car garage at 980 Covington Avenue at the September 22, 2014 meeting.
13. The Commission conducted a study session to provide preliminary input on the conceptual design for exterior modifications to a Historic Resource property at 301 Main Street, which is the location of Le Boulanger, at the September 22, 2014 study session meeting.
14. The Commission reviewed and approved a Historic Alteration Permit for a new detached accessory structure, site improvements and a first-story addition along the west side elevation of a Historic Landmark property at 439 Rinconada Court at the October 27, 2014 meeting.
15. The Commission reviewed and approved a Historic Alteration Permit to allow minor alterations to the exterior of a designated Historic Landmark property at 1448 Fowler Lane at the November 24, 2014 meeting.
16. The Commission reviewed and approved the proposed alterations to a designated Historic Resource property at 10 Yerba Buena Avenue at the November 24, 2014 meeting. The project includes relocating and rotating the main house to face the street, remodel and additions to the first and second story of the main house and exterior alterations to the existing barn structure.
17. The Commission reviewed and approved a Historic Alteration Permit for a railing detail on a Historic Landmark Property at 452 University Avenue at the January 26, 2015 meeting.
18. The Commission review and approved a Historical Review for a new façade and renovation of an existing commercial building (restaurant use) for a historic resource property located at 301 Main Street at the January 26, 2015 meeting.

19. The Commission reviewed and approved a Historic Alteration Permit for minor exterior alterations to a historic landmark property at 500 University Avenue at the January 26, 2015 meeting.

DISCUSSION

At the March 18, 2015 joint meeting between the City Council and the Historical Commission, the Commission discussed the below goals and work plans for 2015-2016. This list includes all of the Commission's goals and work plan for 2015-2016 to:

1. Continue to implement the Historic Plaque Program.
2. Work with staff to update the Historic Commission website information by providing more online resources regarding Historic landmarks and resources.
3. Continue to maintain and improve the Historical Commission website information by providing more online resources regarding Historic landmarks and resources.
4. Work with the State Office of Historic Preservation to ensure that the City's Certified Local Government requirements are met.
5. 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 and creating a historical plaque program brochure.
6. Work with the State Office of Historic Preservation to ensure that the City's Certified Local Government requirements are being met.
7. Continue to seek historic education and training opportunities, with a focus on the local community activities and education opportunities.
8. Continue to foster a partnership with the History Museum in order to best utilize the Museum's resources for projects such as evaluating historic properties for their association with significant individuals and events.
9. Pursue an evaluation of the Halsey House at Redwood Grove and whether it shall be renovated or demolished.

Attachment:

- A. Historical Commission, 2015/2016 Work Plan

HISTORICAL COMMISSION 2015/16 Work Plan

Goal	Projects	Assignments	Target Date	Status
Administer the annual Margaret Thompson Essay Contest	Administer the essay contest and coordinate with the History Museum's Education Committee	<ul style="list-style-type: none"> • Coordinate outreach to Los Altos schools once an essay topic is established • Receive and judge essay entries, and determine winners (1st, 2nd, 3rd) for each grade. • Prepare award certificates • Administer Ice Cream Social to recognize winners 	December – May each year	
Implement the Historic Plaque Program	Organize a kick-off event to publicize and recognize the historic plaque recipients		May/June 2015	
Administer the annual Historic Preservation Award	Review nominations, hear testimony and hold vote to determine the award recipient		April each year	
Maintain the City's Certified Local Government Status	Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation		January each year	
	Seek historic education and training opportunities, with a focus on the local community activities and educational opportunities			
Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors		Summer each year	

	Seek opportunities to partner with the Museum on historic education and outreach			
Update the Historic Commission Website	Provide information on structures participating in the Historic Plaque program			
	Provide additional information including the Historic Resource Inventory, Historic Plaque program			
Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients			
Halsey House at Redwood Grove	<ul style="list-style-type: none"> • Pursue evaluation of the Halsey House at the Redwood Grove • Provide a recommendation to the City Council. 			