

HISTORICAL COMMISSION ACTION MINUTES

Regular Meeting of Monday, November 22, 2004 (7:00 p.m.)
City Council Chambers, City Hall
1 North San Antonio Road, Los Altos, California 94022


ROLL CALL




Present: Chair Foerster; Vice Chair Drewes; Commissioners – Carpenter, Durekas, Hamblin, and Girdley

Absent: Schink.

APPROVAL OF MINUTES

COMMISSIONER HAMBLIN MO  that the final review of the minutes of the September 27 and October 25, 2004 Meetings be deferred to the December meeting. **SECONDED BY COMMISSIONER CARPENTER. PASSED BY VOICE VOTE.**

PUBLIC COMMENTS

 members of the audience may bring to the attention of the commission any item that is not on the agenda. Speakers are given up to three (3) minutes. State law prohibits the Commission from acting on items that do not appear on the agenda.

DISCUSSION/ACTION ITEMS

1. CHAIRMAN'S REPORT – FOERSTER

- a. **Essay Contest** – Commissioner Durekas will contact Susan Kitchens, City Clerk, regarding scheduling the Ice Cream Social and awards presentations for the first Council Meeting in May.
- b. Judy Dodge, Board Liaison for Collections, was introduced.
- c. **Annual Joint Study Session with the City Council** – Chair Foerster discussed the meeting format. The Commission provides a written Annual Report, often accompanied by brief verbal reports of the goals accomplished within the past year. (presented at the meeting commissioner by commissioner.) He will draft and distribute a list prior to the next meeting for Commissioner review. The Commission proposes goals and projects to the Council; Council suggests goals and projects or methods to accomplish activities. Council may suggest priorities.

- d. **Commission's Duties and Powers** – Chair Foerster offered the floor first to Commissioner Girdley. Girdley updated the Commission on his research in the Municipal Code, with City staff, and his reading of the Commissioner handbook. Commissioner Girdley recommended that the language in the Commissioner Handbook charging the Historical Commission with oversight of the Association of the Los Altos Historical Museum and with oversight of the museum's operation(s) be spelled out in the Municipal Code. Commissioner Girdley also thought that if the Council codified the Commission's responsibilities over the museum that the Commission and Association ought to meet annually or periodically with the museum board to provide direction. Commissioner Girdley was prepared to make a motion to this effect. A couple of commissioners including Vice-Chair Drewes commented that they would second a motion to this effect. Chair Foerster had read the same documents and was considering these issues as well. Clarifying the roles and relationships between the Council and the Historical Commission and between the Historical Commission and the Museum's Board of Directors is important and needs to take place soon. (The museum association is a 501-c-3 non-profit organization.)

The City's Recreation Director has also been researching the history of the relationships, and language used in the Municipal Code and the Commissioner handbook. He plans to attend the next meeting of the Historical Commission to present his research and recommendations.

There was a general consensus that the matter needs to be clarified; the Commission is in the midst of a process by which it will be cleared up. There was a consensus that the topic will be first on the agenda with the City Council at the Joint Study Session.

COMMISSION DISCUSSION AND REPORTS

- a. **Commissioners' Training for Research Projects** – Commissioner Girdley reported that he would be attending the training on December 2 at the Los Altos History Museum. None of the other Commissioners could confirm that they would attend this date. Rancho Shopping Center (and its history) will be the topic used as a research orientation.
- b. **Neutra Relocation Committee Report** – Vice-Chair Drewes introduced (or re-introduced) Mark Sandoval, an architect and former Historical Commissioner. Copies of the report prepared by a Stanford student were distributed. Commissioner Carpenter moved that the Chair send a letter of support as an attachment for the Neutra Cottage relocation packet going to Council. Seconded by Commissioner Durekas. Motion passed (6-0).
- c. **Walking Tour Brochure Reprint or Redesign** -- Commissioner Carpenter has secured a donation of graphic design from Planning Commissioner Randall Hull for the redesign and reprinting of the Walking Tour brochure. Staff will forward a copy of the current budget to Hull and Carpenter. There will likely be a need for a memo to go to Council asking for approval to move some money from another part of the Commission budget to the Walking Tour project.
- d. Commissioner Hamblin reported on his sense that the lack of a Historical Commission for the Town of Los Altos Hills leaves a potential preservation gap. **The History of the**

Greater Los Altos Area might result in the creation of a Historic Resources Inventory by the Town of Los Altos Hills.

- e. Commissioner Girdley plans to bring a draft of the **Design and Restoration Guidelines** pamphlet to the February Commission meeting.
- f. Commissioner Girdley reported that Brian McCarthy, Municipal Services Superintendent and the Police Department have removed staples from trees in downtown. They have plans that will allow them to affix placards to the trees without stapling.
- g. The Commission decided by consensus to hold a meeting on Monday, December 13, 2004 at 7 pm. The meeting will allow further preparation before the Joint Study Session with Council.

HISTORY MUSEUM REPORT/STAFF REPORT

Staff reminded the Commission that the museum was opening a new exhibit “Through the Eyes of a Child: Winter Holidays,” on Friday after Thanksgiving. The community reception is Thursday, Dec. 2, from 4 to 6 pm. There is a “Story Hour” scheduled for Wednesday, Dec. 15 in the evening. The commissioners are very welcome at all museum events.

WRITTEN CORRESPONDENCE

OTHER MATTERS/NEW BUSINESS

Future Agenda Items: Coloring Book or Sheet idea.

Next Meeting(s): Joint Study Session with Council: Tuesday, January 11, 2005—at 5 or 6 pm
(Regular Meeting: Monday, January 24, 2005, at 7 pm.)

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.

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