



**1 North San Antonio Road  
Los Altos, California 94022**

**M E M O R A N D U M**

**DATE:** November 5, 2019  
**TO:** City Council  
**FROM:** Sean K. Gallegos, Associate Planner  
**SUBJECT:** City Council - Historical Commission Joint Meeting

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**Background**

At the October 23, 2018 joint meeting between the City Council and the Historical Commission, the Commission established the following goals and work plans for 2018-2019:

1. Administer the Margaret Thompson Essay Contest.
2. Implement the Historic Plaque Program.
3. Administer the preservation and interpretation of the Historic Landmark Apricot Orchard.
4. Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark.
5. Administer the annual Historic Preservation Award.
6. Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos.
7. Maintain the City's Certified Local Government Status by reviewing and approving the annual CLG report that is submitted to the State Office of Historic Preservation and seek historic education and training.
8. Foster Partnership with the Los Altos History Museum by holding an annual joint meeting with the Los Altos History Museum Board of Directors and pursuing opportunities to partner with the Los Altos History Museum on historic education and outreach.

9. Update the Historic Commission Website with information on structures participating in the Historic Plaque program.
10. Develop a brochure for Historical Plaque Program Houses.
11. Advocate for good stewardship of city-owned historic properties.

At the October 28, 2019 Historical Commission meeting, the commission adopted work plan goals for 2019-2020, and it is provided as Attachment A.

## **DISCUSSION**

In terms of accomplishments, this past year the Historical Commission accomplishments between November 1, 2018 to October 1, 2019 are the following:

1. The Commission has held seven regularly scheduled meetings over the past year.
2. The commission was integral in the City being awarded a Certified Local Government grant from the State Office of Historic Preservation to prepare a Historic Structures Report for the Halsey House. Due to the grant funding, a Historic Structures Report (HSR) and Structural Assessment Report (SAR) were prepared for the Halsey House. The Draft HSR and SAR are to be reviewed by the Historical Commission on October 29, 2019.
3. The Commission reviewed a total of four historic applications. This included one historic advisory review application, one Mills act application, and a request to remove a historic resource property from the historic resource inventory.
4. The Commission administered the 35<sup>th</sup> annual Margaret Thompson Essay Contest. The essay topic was, "Inspired by Juana: La Dona de la Frontera (the Lady of the Frontier." Essays were submitted from 156 students from six schools, 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 and the Los Altos History Museum on May 14, 2019.
5. The Commission approved a graphic design proposal for signage in the Civic Center Apricot Orchard, which is a Historic Landmark. The signage was developed with the assistance of the Los Altos History Museum, Community Development Department and Municipal Services Department, and the two signs were installed in the Civic Center Apricot Orchard in August 2019.
6. The Commission continued to implement the Historic Plaque Program for Historic Resource sites.
7. The Commission administered and selected Nan Geschke for the 2019 Historic Preservation Award at the June 24, 2019 meeting, and the City Council awarded a Proclamation at its October 22, 2019 meeting.
8. The Commission reviewed and approved the 2018-2019 Certified Local Government Program Annual Report on January 28, 2019.

Attachments:

- A. Historical Commission Work Plan – 2019/2020

**HISTORICAL COMMISSION**  
2019/2020 Work Plan

<b>Goal</b>	<b>Projects</b>	<b>Assignments</b>	<b>Target Date</b>	<b>City Priority related to</b>	<b>Status</b>
1) Administer the annual Margaret Thompson Essay Contest	Administer the essay contest and coordinate with the Los Altos History Museum's Education Committee	<ul style="list-style-type: none"> <li>• Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Trapnell)</li> <li>• Receive and judge essay entries, and determine winners for each grade (LA History Museum)</li> <li>• Prepare the award certificates (staff)</li> <li>• Administer the Ice Cream Social to recognize winners (Commissioner Trapnell)</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in December each year</li> <li>• Ends in May each year</li> </ul>	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the historic resources.	The Historical Commission is currently administering the project.
2) Implement the Historic Plaque Program	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> <li>• Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque (Commissioner Horn)</li> <li>• Coordinate the ordering of plaques for historic resource properties (Commissioner Horn)</li> <li>• Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum (Commissioner Horn)</li> <li>• Administer and Coordinate with the Los Altos History</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in February each year</li> <li>• Ends in May each year</li> </ul>	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is currently administering the project.

		Museum the installation of historic landmark plaques in the City's Historic Landmark Orchard			
3) Administer the preservation and interpretation of the Historic Landmark Apricot Orchard	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> <li>Oversee the placement and installation of historic landmark plaques and interpretive signage in the City's Historic Landmark Apricot Orchard (Commissioner Horn)</li> </ul>	Ongoing - To be determined	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is currently administering the project.
4) Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark	<p>Provide oversight regarding the restoration of the Halsey House</p> <p>Coordinate with the Los Alto History Museum and the Public Works Department in the</p>	<ul style="list-style-type: none"> <li>Actively provide oversight regarding the preservation and restoration of the Halsey House (Commissioner Trapnell)</li> <li>Actively pursue grant opportunities for the preservation and restoration of the Halsey House (Commissioner Trapnell)</li> </ul>	Ongoing - To be determined	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance and appropriate rehabilitation of the City's historic resources.	The Historical Commission is currently administering the project.

	pursuit of grant opportunities for the preservation and restoration of the Halsey House				
5) Administer the annual Historic Preservation Award	Review nominations, hear testimony and hold a vote to determine the award recipient	<ul style="list-style-type: none"> <li>• Coordinate outreach by publicizing the historic preservation award (staff)</li> <li>• Review nominations and vote on the historic preservation award recipient (All Commissioners)</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in February each year</li> <li>• Ends in May each year</li> </ul>	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the historic resources.	The Historical Commission is actively administering the project.
6) Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos	Review Mills Act agreements for compliance.	<ul style="list-style-type: none"> <li>• Review staff's ongoing efforts on Mills Act compliance (Commissioner Lang).</li> </ul>	<ul style="list-style-type: none"> <li>• Begin in September each year</li> <li>• Ends in November each year</li> </ul>	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance and appropriate rehabilitation of the City's historic resources.	The Historical Commission is initiating its administration of the project.

7) 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	<ul style="list-style-type: none"> <li>• Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair)</li> <li>• Historical Commission reviews and approves CLG annual report (All Commissioners)</li> </ul>	The Historical Commission approves the CLG in January.	The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan.	The Historical Commission is actively administering the project.
	Seek historic education and training opportunities, with a focus on the local community activities and educational opportunities	<ul style="list-style-type: none"> <li>• Actively pursue historic education and training opportunities (All Commissioners)</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in October</li> <li>• Ends in September</li> </ul>		
8) Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors	<ul style="list-style-type: none"> <li>• Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Lang)</li> </ul>	Summer each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The joint meeting will occur in the fall.
	Seek opportunities to partner with the Museum on historic education and outreach	<ul style="list-style-type: none"> <li>• Actively coordinate with the Los Altos History Museum on current and future education and outreach programs (Commissioner Lang)</li> </ul>	All year		The Historical Commission is currently collaborating with the Los Altos History

		<ul style="list-style-type: none"> <li>Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival.</li> </ul>			Museum on the Margaret Thompson Essay Contest, the Historic Preservation Award and the Historic Plaque program.
9) Update the Historical Commission Website	Provide information on structures participating in the Historic Plaque program	<ul style="list-style-type: none"> <li>Coordinate a Historical Commission website update to add structures participating in the Historic Plaque program (All Commissioners)</li> </ul>	Ongoing - To be determined.	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is initiating its administration of the project.
	Provide additional information regarding the Historic Resource Inventory and Historic Plaque program	<ul style="list-style-type: none"> <li>Coordinate a Historical Commission website update to add the Historic Resource and Historic Landmark inventory surveys (All Commissioners)</li> </ul>	Ongoing – To be determined		The Historical Commission is initiating its administration of the project.
10) Update the submittal requirements handout for projects reviewed by the Historical Commission	Review staff's ongoing effort to update the procedures and submittal requirements handout.	<ul style="list-style-type: none"> <li>Review staff's ongoing effort revise to the submittal requirements handout (Commissioner Lang and staff)</li> </ul>	<ul style="list-style-type: none"> <li>Begin in November</li> <li>End in January</li> </ul>	The priority is related gathering sufficient information to permit the Historical Commission to make decision that safeguard the heritage of the City by providing for the protection of irreplaceable historic	The Historical Commission is initiating its administration of the project.



				resources representing significant elements of its history;	
11) Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> <li>Develop a brochure for the Historical Plaque program houses and orchard in coordination with the Los Altos History Museum (All Commissioners)</li> </ul>	<ul style="list-style-type: none"> <li>Begin in November</li> <li>End in January</li> </ul>	The City priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	Pending
12) Advocate for good stewardship of city-owned historic properties	Evaluate the current status of city-owned historic properties.	<ul style="list-style-type: none"> <li>Evaluate the current status of city-owned historic properties.</li> </ul>	Ongoing - (All Commissioners)	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance and appropriate rehabilitation of the City's historic resources.	Pending