

## HISTORICAL COMMISSION 2016/17 Work Plan

Goal	Projects	Assignments	Target Date	City Priority related to	Status
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 Welsh)</li> <li>• Receive and judge essay entries, and determine winners (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) for each grade (Commissioner Welsh)</li> <li>• Prepare the award certificates (Commissioner Welsh)</li> <li>• Administer the Ice Cream Social to recognize winners (Commissioner Welsh)</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 city's historic resources.	The Historical Commission is currently administering the project.
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 Ahmadjian-Baer)</li> <li>• Coordinate the ordering of plaques for historic resource properties (Commissioner Ahmadjian-Baer)</li> <li>• Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum Commissioner Ahmadjian-Baer)</li> <li>• Administer and Coordinate with the Los Altos History Museum</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.

		the installation of historic landmark plaques in the City's Historic Landmark Orchard*			
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 (Commissioner Mabe)</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 city's historic resources.	The Historical Commission is actively administering the project.
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>• <b>Coordinate a review of the DPR and Historic Resource listing for the City's Historic Landmark Orchard*</b></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	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 2015</li> <li>Ends in September 2016</li> </ul>	Element of the General Plan.	
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 Trapnell)</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 summer of 2016.
	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 Trapnell)</li> </ul>	All year		The Historical Commission is currently collaborating with the Los Altos History Museum on the Margaret Thompson Essay Contest, the Historic Preservation Award and the Historic Plaque program.
Update the Historical Commission	Provide information on structures participating in the	<ul style="list-style-type: none"> <li>Coordinate a Historical Commission website update to add structures participating in</li> </ul>	Ongoing - To be determined.	The priority is related to the Historic Commission's purpose	No current action

Website	Historic Plaque program	the Historic Plaque program (Staff Liaison)		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.	No current action
	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 (Unassigned)</li> </ul>	Ongoing – To be determined		
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 in coordination with the Los Altos History Museum (Unassigned)</li> </ul>	Ongoing – To be determined	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.	No current action

\* New assignments for the 2016/2017 Work Plan are noted in red

## HISTORICAL COMMISSION 2015/16 Accomplishments

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Hold regular monthly meetings	N/A	<ul style="list-style-type: none"> <li>• Hold regular monthly meetings</li> </ul>	Fourth Monday of each month	This priority is related to Historic Commission's purpose to safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history,	The Historical Commission held eight regularly scheduled meetings.
Review and comment upon applications for work performed upon or within a designated historic landmark or historic resource.	Review and comment upon applications for work performed upon or within a designated historic landmark or historic resource.	<ul style="list-style-type: none"> <li>• Review and comment upon applications for work performed upon or within a designated historic landmark or historic resource.</li> </ul>	Project review occurs on a monthly basis	This priority is related to Historic Commission's purpose to safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history.	The Historical Commission reviewed ten applications for alterations to historic resource and historic landmark properties.

<p>Administer the annual Margaret Thompson Essay Contest</p>	<p>Administer the essay contest and coordinate with the Los Altos History Museum's Education Committee</p>	<ul style="list-style-type: none"> <li>• Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Welsh)</li> <li>• Receive and judge essay entries, and determine winners (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) for each grade (Commissioner Welsh)</li> <li>• Prepare the award certificates (Commissioner Welsh)</li> <li>• Administer the Ice Cream Social to recognize winners (Commissioner Welsh)</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in December each year</li> <li>• Ends in May each year</li> </ul>	<p>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.</p>	<p>The Commission completed the 31<sup>st</sup> annual Margaret Thompson Essay Contest. The essay topic was "Inventors and Risk-Takers Help Make Our Community a Better Place". 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 26, 2015.</p>
<p>Implement the annual Historic Plaque Program</p>	<p>Administer the Historic Plaque program and</p>	<ul style="list-style-type: none"> <li>• Coordinate outreach to historic resource property owners to solicit interest in receiving a</li> </ul>	<ul style="list-style-type: none"> <li>• Begins in February each year</li> </ul>	<p>The priority is related to City Council Resolution No. 2013-</p>	<p>The Historical Commission administered</p>

	coordinate with the Los Altos History Museum	<p>historic plaque (Commissioner Ahmadjian-Baer)</p> <ul style="list-style-type: none"> <li>• Coordinate the ordering of plaques for historic resource properties (Commissioner Ahmadjian-Baer)</li> <li>• Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum Commissioner Ahmadjian-Baer)</li> </ul>	<ul style="list-style-type: none"> <li>• Ends in May each year</li> </ul>	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.	and awarded historic plaques to sixteen Historic Resource properties.
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 (Commissioner Mabe)</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 city's historic resources.	The Commission administered and the City Council awarded the Historical Preservation Award to Bob Grimm at the May 12, 2015 meeting.

Maintain the annual 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, 2015.	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 reviewed and approved the 2015-2016 Certified Local Government Program Annual Report on January 25, 2016. Staff submitted the report to the State Office of Historic Preservation on February 3, 2016.
	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 2014</li> <li>• Ends in September 2015</li> </ul>		
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 Trapnell)</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	Completed
	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 Trapnell)</li> </ul>	All year		Completed

				identity based upon the recognition and use of the city's historic resources.	
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 (Staff Liaison)</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.	No action
	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 (Unassigned)</li> </ul>	Ongoing – To be determined		No action
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 in coordination with the Los Altos History Museum (Unassigned)</li> </ul>	Ongoing – To be determined	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.	No action