

Certified Local Government Program -- 2011-2012 Annual Report

(Reporting period is from October 1, 2011 through September 30, 2012)

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.

The Email button at the end of the form will open Outlook with the form attached. Insert the address lwoodward@parks.ca.gov. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG City of Los Altos

Report Prepared by: Zachary Dahl, AICP

Date of commission/board review: January 28, 2013

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 or 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/HTML/16460/level3/SUHITA_TIT12BUUCO_CH12.44HPRP.html#TOPTITLE

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

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1. During the reporting period, did you have a local register program to create local landmarks/local districts (or a similar list of designations) created by local law? Yes No
2. If the answer is yes, then, during the reporting period, what properties/districts have been locally designated?
N/A

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."

3. 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.losaltozca.gov/commdev/planning/generalplan/index.html>

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? Yes No If you have, provide an electronic link.
3. When will your next General Plan update occur? 2022

D. Review Responsibilities

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

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- 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 Historic 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?

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

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

A. Commission Membership

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Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Sapna Marfatia	Architect (professional)	May 2011	February 2013	Marfatia@stanford.edu
Kristin Baker	Attorney (public)	February 2007	February 2015	Kristin.baker@cco.sccgov.org
Gregory Loney	Medical/Engineering (public)	November 2007	February 2013	G_loney@msn.com
Denise Welsh	Real Estate Broker (public)	February 2009	February 2013	Dgw43@yahoo.com
Frank Bishop	Business Consultant (public)	February 2009	February 2013	fw_bishop@yahoo.com
Janis Ahmadjian-Baer	Realtor (public)	February 2011	February 2015	janisbaer@stanfordalumni.org
Walter Chapman	Residential Designer (public)	February 2011	February 2015	walter@wjcd.com
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Note - Resumes and Statement of Qualifications forms are attached for all Commissioners.

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 attorneys, real estate professionals, historic property owners and a local residential designer; all of whom have a professional understanding about various aspects of historic 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 currently filled.

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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? Position is filled.

Attach resumes and Statement of Qualifications forms for all new staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Zachary Dahl, AICP	City and Regional Planning	Planning Division	zdahl@losaltosca.gov

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
Janis Ahmadjian-Baer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kristin Baker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Bishop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Walter Chapman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gregory Loney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sapna Marfatia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Welsh	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zachary Dahl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Canceled Meeting

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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.

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Sapna Marfatia	The SCUP Campus Heritage Symposium included renowned experts who discussed the state of campus heritage planning in light of the lessons learned from Getty Foundation-funded research on 85 campuses.	One and one half days	Society for College and University Planning (SCUP)	November 3-4, 2011
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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.

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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

How are you using the survey data?

C. Corrections or changes to Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
1671 Kensington Avenue	Removed from HRI	Type here.	Lack of physical integrity and historic significance.	October 24, 2011
531 Rosita Avenue	Removed from HRI		Lack of physical integrity and historic significance.	January 23, 2012
44 View Street	Removed from HRI		Lack of physical integrity and historic significance.	January 23, 2012
634 Orange Avenue	Removed from HRI		Lack of physical integrity and historic significance.	February 27, 2012
973 Dolores Avenue	Added to HRI			March 26, 2012
164 Doud Drive	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
479 Los Altos Avenue	Added to HRI			March 26, 2012

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1284 Paula Court	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
448 Cherry Avenue	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
165 Hawthorne Avenue	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
368 Main Street	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
490 Orange Avenue	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012
253 Fremont Avenue	Removed from HRI		Lack of physical integrity and historic significance.	March 26, 2012

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

A. Public Education

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

Item or Event	Description	Date
The 28 th Annual Margaret Thompson Historic Essay Contest	The essay topic was "what do you imagine Los Altos will be like in 60 years." The contest was open to students in grades 3 through 6 and essays were submitted by 638 students from nine Los Altos schools.	January - May, 2012

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V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2011).

N/A

VI. Additional Information for National Park Service Annual Products Report for CLGs (certified before September 30, 2011).

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, 2011-September 30, 2012, 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.

Program area	Number of Properties added
Historic Resources Inventory Update	2

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

(This information is captured under I.B. above.)

C. Local Tax Incentives Program

1. During the reporting period, October 1, 2011-September 30, 2012, 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, 2011?

None

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Name of Program	Number of Properties that have Benefited
Mills Act	Eight (8)

D. Local “bricks and mortar” grants/loan program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a local government historic preservation grants/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, 2011?
N/A

E. Design Review/Local Regulatory Program

1. During the reporting period, October 1, 2011-September 30, 2012, 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 then, since October 1, 2011, how many historic properties did your local government review for compliance with your local government’s Historic preservation regulatory law(s)?
One(1)

F. Local Property Acquisition Program

1. During the reporting period, October 1, 2011-September 30, 2012, 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
If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2011?
N/A

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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 currently facing the City 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?

Complete the update of the City's Historic Resources Inventory

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.

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

1. Adopt a Historic Preservation Award for the City of Los Altos.

The Los Altos Historic Preservation Award was adopted by the City Council in May 2012.

2. Continue work to update the existing Historic Resources Inventory to ensure that all property evaluations are accurate and up-to-date.

The DPRs for all properties on Historic Resources Inventory have been updated and the current HRI was published in October 2012.

3. 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.

A joint meeting with the Los Altos History Museum was held in July 2012 to further discuss and identify ways that the Commission and Museum can collaborate and work together. The annual essay contest was successfully completed.

4. Continue to seek historic education and training opportunities.

We were not able to identify or find any education or training opportunities for the Commission in 2012.

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E. What are your local historic preservation goals for 2012-2013?

1. Adopt a Historic Plaque Program for the City of Los Altos.
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.

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? Type here.

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 very useful if the OHP could provide local training sessions (preferably 2-4 hours in length to accommodate those who work) that focus on providing techniques and methods for local historical review bodies to be effective and functional in maintaining historical preservation goals in today's rapidly growing/evolving communities.	We are open to any format.

H. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

XII Attachments

- A. Resumes and Statement of Qualifications forms for current commissioners and staff
- B. Minutes from commission meetings
- C. Historic Preservation Award Resolution
- C. Updated Historic Resources Inventory (on CD)