



DATE: August 26, 2013

AGENDA ITEM # 2

AGENDA REPORT

TO: Historical Commission
FROM: Zachary Dahl, Staff Liaison
SUBJECT: Historic Plaque Program

RECOMMENDATION:

Consider an implementation plan for the Historic Plaque Program

BACKGROUND

At the April 29, 2013 Historical Commission meeting, the Commission discussed the recently adopted Historic Plaque Program and how it should be implemented. The Chair appointed a subcommittee to draft an implementation plan and bring it back to the Commission for consideration.

DISCUSSION

Attached is a report from the subcommittee with ideas for implementing the plaque program. A copy of the Historic Plaque Program is included in Attachment B.

Attachments:

- A. Subcommittee Report
- B. Historic Plaque Program

City of Los Altos Historical Commission

Historic Plaque Sub-Committee Meeting Recommendations, August 19, 2013

Plaque Sub-Committee: Janis Ahmadjian-Baer, Walter Chapman, Robert Mabe

1. Plaques to be distributed on a yearly basis in groups of 10-12 per year.
2. 2013 distribution should be the Landmark properties in Los Altos
3. Subsequent distributions should be based upon year the property was built starting with the oldest.
4. Plaques can be mounted one of three ways:
 - On the building
 - On a fence in front of the building
 - On a post installed in front of the building.
5. The Historic Plaque Sub-Committee will visit each property and determine the best mounting option. The goal is to have the plaque visible from the street. If there is a question, the homeowner will be consulted.
6. City of Los Altos to cover the costs of the plaques and their installation.
7. Plaques to be awarded yearly during the City of Los Altos Fall Festival. This year it is Saturday & Sunday, October 5th & 6th. Announcement will take place after the Los Altos mayor gives his speech. Commissioner Mabe to contact the Chamber of Commerce regarding the plaques and inclusion in the Festival program.
8. Methods to advertise the properties with plaques to the community:
 - Stand-up Display close to the Festival stage with photos and write-ups of our Landmark homes. After the Festival, this display could be stored at the Los Altos History Museum and used by them during the year.
 - Advertisement in the Los Altos Town Crier
 - Produce a Brochure of the Landmark Properties containing a photo and brief synopsis of each property, plus a map in the back showing the locations throughout the City. These brochures could be distributed at the Fall Festival, the History Museum, and City Hall.

RESOLUTION NO. 2013-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING A LOS ALTOS HISTORIC PLAQUE PROGRAM

WHEREAS, the City of Los Altos is a community that celebrates its history and the rich past that is incorporated into the fabric of the City and provides a link to the community's heritage and history; and

WHEREAS, the remaining sites and structures of architectural and/or historic significance enhance the community's unique character and contribute to a sense of place; and

WHEREAS, the Los Altos General Plan contains goals and policies that support the identification, preservation and protection of significant historic resources; and

WHEREAS, the Historical Commission is tasked with maintaining the City's historic resources inventory, working with property owners on preservation of historic resources and advising the City Council on historic issues; and

WHEREAS, the Historical Commission held public meetings to discuss the Historic Plaque Program on April 23, 2012, June 25, 2012, August 27, 2012, October 22, 2012, January 28, 2013 and February 25, 2013;

WHEREAS, a Historic Plaque Program will recognize properties and structures listed on the Los Altos Historic Resources Inventory in order to support the spirit of historic preservation in the City; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts a Historic Plaque Program using the framework contained in Exhibit A.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 26th day of March, 2013 by the following vote:

AYES: BRUINS, CARPENTER, PEPPER, SATTERLEE, FISHPAW
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Attest:


Jon Maginot, CITY CLERK


Jarrett Fishpaw, MAYOR

CERTIFIED AS A TRUE COPY

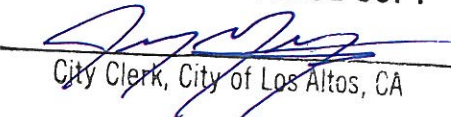

City Clerk, City of Los Altos, CA

EXHIBIT A

LOS ALTOS HISTORIC PLAQUE PROGRAM

PROGRAM DESCRIPTION

The intent of the Los Altos Historic Plaque Program is to recognize properties and structures listed on the Los Altos Historic Resources Inventory (HRI) in order to support the spirit of historic preservation in the City. This program outlines the criteria and design for a historic plaque that can be installed on Historic Resource and Historic Landmark properties. All properties and structures listed in the HRI are eligible to receive a historic plaque.

PROGRAM PURPOSE

Historic plaques can provide Los Altos residents with a means to identify and learn about the historic properties and structures in their neighborhoods and around the City. This program will encourage greater public knowledge, understanding and appreciation of the City's past, foster civic and neighborhood pride, and further develop a sense of identify based upon the recognition and use of the City's historic resources.

PLAQUE DESIGN

Design of the historic plaque shall be unique to Los Altos and will include the City name, historic status (Historic Resource, Historic Landmark or Heritage Tree) and the year in which the structure was built. The design specifications for the historic plaque will be as follows:

- Circular in shape
- Five (5) inches in diameter
- Bronze cast

Plaque design, installation and placement specifications are included as attachments to this exhibit. All plaques shall be consistent with these specifications. Each design shall be reviewed and approved by the City staff prior to manufacture and installation.

PLAQUE LOCATION

The desired location of the plaque will be adjacent to the front door of the historic residence or structure. In cases where the front door is not visible from a public street, the plaque may be mounted on an existing fence or masonry wall adjacent to the front walkway or near the property's frontage on a public street. Alternatively, the plaque may be mounted on a post adjacent to the front walkway or driveway at or near the property's frontage on a public street. The post cannot be located within a public street right-of-way.

APPROVAL PROCESS

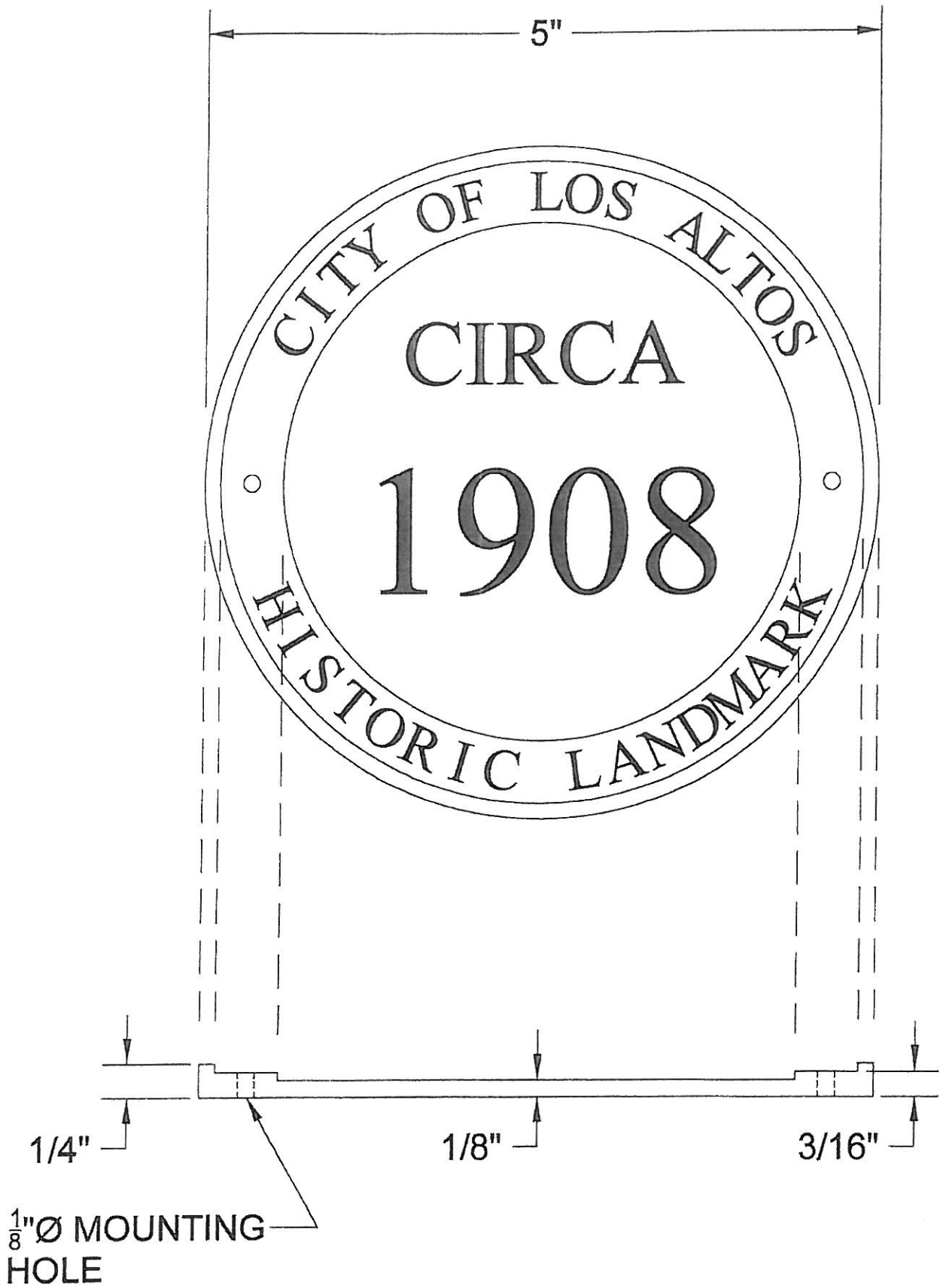
The owner of a historic property shall submit a request for a historic plaque to the Historical Commission staff liaison. As part of the request, the property owner will provide information pertaining to the proposed plaque location and method of installation. City staff shall review the request for consistency with the historic plaque design specifications and the proposed location on the property. Once approved by the City, the property owner can move forward with manufacture

and installation of the historic plaque. City staff will provide periodic updates to the Historical Commission on the status of the Plaque Program and the number of properties who are participating.

PLAQUE DESIGN AND PLACEMENT GRAPHICS ATTACHMENTS

1. Historic Plaque Design
2. Historic Plaque Specifications
3. Plaque Installation and Placement Options

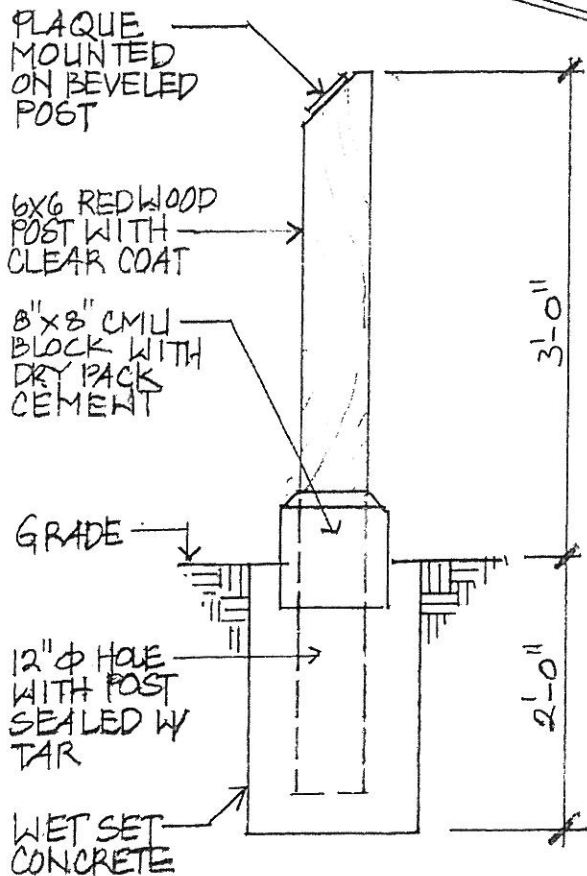
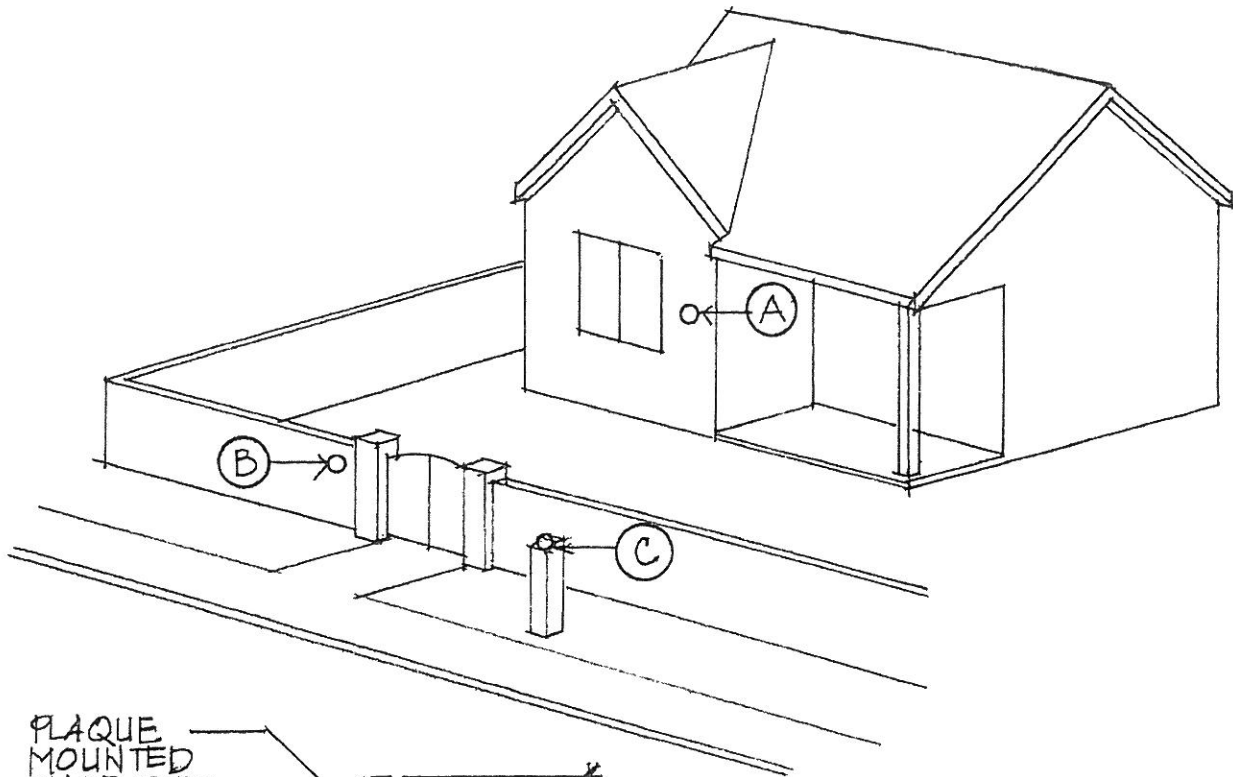




SUGGESTED PROFILE

ATTACHMENT 2

CITY OF LOS ALTOS HISTORICAL PROPERTIES PLAQUE PLACEMENT OPTIONS



- (A) LOCATED ON BUILDING, NEAR FRONT DOOR, IF VISIBLE FROM SIDEWALK
- (B) LOCATED ON FENCE OR WALL IF BUILDING IS NOT READLY VISIBLE
- (C) MOUNTED ON POST IN THE FRONT YARD, NEAR SIDEWALK AND OR STREET