



DATE: March 28, 2016

AGENDA ITEM # 4

## AGENDA REPORT

**TO:** Historical Commission  
**FROM:** Sean K. Gallegos, Staff Liaison  
**SUBJECT:** Commission Work Plan and Accomplishments

### RECOMMENDATION:

Accept the 2016-2017 Historical Commission Goals and Work Plan

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### BACKGROUND

At the July 1, 2015 joint meeting between the City Council and the Historical Commission, the Commission discussed the below goals and work plan for 2015-2016. The list includes all of the Commission's goals and work plan for 2016-2017 to:

1. Administer the Margaret Thompson Essay Contest.
2. Continue to implement the Historic Plaque Program.
3. Administer the Historic Preservation Award.
4. Maintain the City's Certified Local Government (CLG) 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.
5. Foster Partnership with the Los Altos Museum by holding an annual joint meeting with the History Museum Board of Directors and pursuing opportunities to partner with the Museum on historic education and outreach
6. Update the Historic Commission Website with information on structures participating in the Historic Plaque program.
7. 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.

8. Continue to foster a partnership with the History Museum in order to best utilize the Museum's resources for projects such as evaluating historic properties for their association with significant individuals and events.

## **DISCUSSION**

The City Council recently adopted a new work plan layout. The work plan is organizationally similar to the previous layout, but it requires the following new information:

1. Goals are required to indicate the city priority related to it; and
2. Assignments are required to indicate the Commissioner assigned to the item.

Staff has revised the work plan to address the new layout. Additionally, staff has updated the work plan to clarify the target dates and the status of each goal.

Attachments: Historical Commission Work Plan - 2016/2017

# 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 actively 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> </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.

<p>Administer the annual Historic Preservation Award</p>	<p>Review nominations, hear testimony and hold a vote to determine the award recipient</p>	<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>	<p>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.</p>	<p>The Historical Commission is actively administering the project.</p>
<p>Maintain the City's Certified Local Government Status</p>	<p>Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation</p>	<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>	<p>The Historical Commission approves the CLG in January.</p>	<p>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 &amp; Historic Resource Element of the General Plan.</p>	<p>The Historical Commission is actively administering the project.</p>
	<p>Seek historic education and training opportunities, with a focus on the local community activities and educational opportunities</p>	<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>		

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 Historical Commission is actively administering the project.
	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 collaborates with the Los Altos History Museum on the Margaret Thompson Essay Contest, the Historic Preservation Award and the Historic Plaque program.
Update the Historic 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 (Commissioner Ahmadjian-Baer)</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 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 (Commissioner Ahmadjian-Baer)</li> </ul>	Ongoing – To be determined		No current action

<p>Brochure for Historical Plaque Program Houses</p>	<p>Create a Historical Plaque Program brochure to publicize the program and recipients</p>	<ul style="list-style-type: none"> <li>• Develop a brochure for the Historical Plaque program houses in coordination with the Los Altos History Museum (Commissioner Ahmadjian-Baer)</li> </ul>	<p>Ongoing – To be determined</p>	<p>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.</p>	<p>The Historical Commission is currently distributing historical plaques to Historic Resource properties. A brochure will be developed after all plaques are distributed to interested owners.</p>
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