



DATE: October 23, 2017

AGENDA ITEM # 3

AGENDA REPORT

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

RECOMMENDATION:

Accept the 2016-2017 Historical Commission Accomplishments and Work Plan

BACKGROUND

At the May 4, 2016, joint meeting between the City Council and the Historical Commission, the Commission established the following goals and work plans for 2016-2017:

1. Administer the Margaret Thompson Essay Contest.
2. Implement the Historic Plaque Program.
3. Administer the Historic Preservation Award.
4. 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.
5. 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.
6. Update the Historic Commission Website with information on structures participating in the Historic Plaque program.
7. Support the evaluation of the Halsey house at the Historic Redwood Grove and provide a recommendation to the City Council.
8. 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.

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

DISCUSSION

Below is a list of the Commission's 2016-2017 accomplishments. This list includes all of the Commission's accomplishments between April 2016 and August 2017.

1. The Commission has held eleven regularly scheduled meetings since April 2016.
2. The Commission administered the 31st annual Margaret Thompson Essay Contest. The essay topic was, "Traditions and Stories that Celebrate Your Ancestry." Essays were submitted from students from six schools, including home schools, in the Los Altos area, 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 10, 2016.
3. The Commission administered the 32nd annual Margaret Thompson Essay Contest. The essay topic was based on the Los Altos History Museum exhibit "Seaweed, Salmon, and Manzanita Cider: A California Indian Feast," which explores traditional California Indian food sources and their extensive system of environmental knowledge underlying their use of food resources. Essays were submitted from students from ten schools, including home schools, in the Los Altos area, 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 9, 2017.
4. The Commission implemented the Historic Plaque Program.
5. The Commission administered and the City Council awarded the 2016 Historical Preservation Award to Valorie Cook Carpenter at the May 10, 2016 meeting.
6. The Commission administered and the City Council awarded the 2017 Historical Preservation Award to Pinky Whelan Carpenter at the May 9, 2017 meeting.
7. The Commission reviewed and approved the 2016-2017 Certified Local Government Program Annual Report on January 27, 2017.
8. The Commission reviewed and accepted a Commission Calendar that identifies reoccurring events, dates and deadlines at the January 27, 2017 meeting.
9. The Commission reviewed and recommended approval for a first story addition and exterior modifications to a Historic Resource property at 960 Berry Avenue at the May 23, 2016 meeting.
10. The Commission reviewed and recommended the City Council authorize the City Manager to enter into a Mills Act agreement with the property owner for a Historic Landmark property at 220 University Avenue at the June 27, 2016 meeting.

11. The Commission reviewed and recommended the City Council designate an existing Historic Resource property as a Historic Landmark and authorize the City Manager to enter into a Mills Act agreement with the property owner for a Historic Landmark property at 1365 Grant Road at the September 26, 2016 meeting.
12. The Commission reviewed and discussed the process and membership of the Historical Commission at the October 24, 2016 meeting.
13. The Commission reviewed and recommended that the City Council designate a barn as a Historic Landmark at 210 Alta Vista Avenue at the October 24, 2016 meeting.
14. The Commission reviewed and recommended approval of an exterior modification to a Historic Resource property at 960 Berry Avenue at the May 22, 2017 meeting.
15. The Commission approved a recommendation that the City Council authorize the installation of the City of Los Altos Historic Plaque and interpretive signage for the civic center orchard by a unanimous vote of the Commission.
16. The Commission approved a recommendation that the City Council approve a tentative map and variance application at 160 W. Portola Avenue on June 26, 2017.
17. The Commission reviewed and approved for advisory review a new accessory structure, exterior modifications to a historic resource and demolition of an accessory structure at 25 Maynard Court on June 26, 2017.
18. The Commission approved a historic alteration permit and commercial design review permit for window alterations to the front elevation of a historic landmark at 395 and 397 Main Street on July 24, 2017.
19. The Commission approved a historic alteration permit for a 1,427 sq. ft. one-story addition to a one-story historic landmark structure.
20. The Commission discussed the Hillview Community Center. The Commission recommended the Hillview Community Center Task Force consult with the Los Altos History Museum to ensure that any Community Center space that is currently used for programs and events is allowed for in the new center. The Historical Commission urged the Task Force to be aware of any impact to the History Museum, the orchard, or any other historical sites when considering placement of the new center. To encourage collaboration, the commissioners suggested creating jointly used, flexible, multi-use indoor and outdoor space that would facilitate crowds that may come to the History Museum programs as well as a portable stage.

The 2017-2018 work plan layout is provided as attachment A. The work plan is organizationally similar to the 2016-2017 layout and it provides the following information:

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

3. Target dates are indicated for the completion of projects goals; and
4. A status is provided of each goal and project.

Based upon commissioner input at the September 25, 2017 Historical Commission meeting, staff has revised the work plan by clarifying the target dates, assigned commissioner for each goal, and the status of each goal.

Attachments:

- A. Historical Commission Work Plan – 2017/2018

HISTORICAL COMMISSION 2017/2018 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"> • Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Trapnell) • Receive and judge essay entries, and determine winners (1st, 2nd, 3rd) for each grade (LA History Museum) • Prepare the award certificates (staff) • Administer the Ice Cream Social to recognize winners (Commissioner Trapnell) 	<ul style="list-style-type: none"> • Begins in December each year • Ends in May 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 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"> • Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque (Commissioner Ahmadjian-Baer) • Coordinate the ordering of plaques for historic resource properties (Commissioner Ahmadjian-Baer) • Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum Commissioner Ahmadjian-Baer) • Administer and Coordinate with the Los Altos History Museum the installation of historic landmark plaques in the City's 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	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.

		Historic Landmark Orchard			
Install Plaques in the City's Historic Landmark Orchard	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	Administer and Coordinate with the Los Altos History Museum the installation of historic landmark plaques in the City's Historic Landmark Orchard (Horn)	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.
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"> • Coordinate outreach by publicizing the historic preservation award (staff) • Review nominations and vote on the historic preservation award recipient (All Commissioners) 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	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.

Administer the Mills Act Program	Review Mills Act agreements for compliance.	Administer and Coordinate with the staff the review of Mills Act agreements for compliance with their contract and their schedule of improvements (Lang).	<ul style="list-style-type: none"> • Begin in September each year • Ends in November each year 	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.
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"> • Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair) • Historical Commission reviews and approves CLG annual report (All Commissioners) 	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"> • Actively pursue historic education and training opportunities (All Commissioners) 	<ul style="list-style-type: none"> • Begins in October • Ends in September 		

Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors	<ul style="list-style-type: none"> Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Trapnell) 	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"> Actively coordinate with the Los Altos History Museum on current and future education and outreach programs (Commissioner Trapnell) 	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 Website	Provide information on structures participating in the Historic Plaque program	<ul style="list-style-type: none"> Coordinate a Historical Commission website update to add structures participating in the Historic Plaque program (Staff Liaison) 	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	No current action
	Provide additional information regarding the Historic Resource Inventory and Historic Plaque program	<ul style="list-style-type: none"> Coordinate a Historical Commission website update to add the Historic Resource and Historic Landmark inventory surveys (Unassigned) 	Ongoing – To be determined		No current action

				resources.	
Update the submittal requirements handout for projects reviewed by the Historical Commission	Update the submittal requirements for projects requiring review by the Historical Commission	<ul style="list-style-type: none"> Coordinate with staff revisions to the submittal requirements handout (Chapman) 	<ul style="list-style-type: none"> Begin in November End in January 	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 resources representing significant elements of its history;	The Historical Commission is initiating its administration of the project.
Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> Develop a brochure for the Historical Plaque program houses in coordination with the Los Altos History Museum (Unassigned) 	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