



DATE: January 28, 2019

AGENDA ITEM #2

**TO:** Historical Commission  
**FROM:** Sean K. Gallegos, Associate Planner  
**SUBJECT:** Certified Local Government (CLG) Annual Report

**RECOMMENDATION:**

Approve the Annual Report to the State Office of Historic Preservation

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**DISCUSSION**

The Certified Local Government Program Annual Report is a report submitted to the State Office of Historic Preservation summarizing commission meetings, changes to the Historic Resource Inventory, and commission training. The report summarizes the commission activity from October 2017 to September 2018.

Attachments

- A. Certified Local Government Program – 2017 to 2018 Annual Report

# Certified Local Government Program -- 2017-2018 Annual Report

(Reporting period is from October 1, 2017 through September 30, 2018)

**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.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. 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: *Sean K. Gallegos, Associate Planner*

Date of commission/board review: *January 28, 2019*

## 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.  
*The Historical Commission has recommended and the City Council adopted revisions to the Historic Preservation Ordinance to remove all references to historic districts and its designation process on March 13, 2018. A copy of the proposed ordinance was attached in the 2016-2017 Annual Report and it was provided to the Office of Historic Preservation prior to the amendment.*

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2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.  
[https://library.municode.com/ca/los\\_altos/codes/code\\_of\\_ordinances?nodeId=TIT12BUCO\\_CH12.44HIPR](https://library.municode.com/ca/los_altos/codes/code_of_ordinances?nodeId=TIT12BUCO_CH12.44HIPR)

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

1. During the reporting period, October 1, 2017 – September 30, 2018, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	N/A	N/A	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.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
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.

[https://www.losaltosca.gov/sites/default/files/fileattachments/community\\_development/page/39021/communitydesignhistoricresourceelement.pdf](https://www.losaltosca.gov/sites/default/files/fileattachments/community_development/page/39021/communitydesignhistoricresourceelement.pdf)

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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? *The City is not established a date for the next General Plan update.*

## D. Review Responsibilities

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

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? Type here.

### 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? *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 Historical 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.*

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 Historical 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.*

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

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

### A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Janis Ahmadjan-Baer	Realtor	February 2011	September 2018	<a href="mailto:janisbaer@stanfordalumni.org">janisbaer@stanfordalumni.org</a>
Qing Bai	Education/Biology	March 2017	September 2020	<a href="mailto:qingbai9999@yahoo.com">qingbai9999@yahoo.com</a>
Russel Bartlett	Aerospace (retired)	March 2017	September 2020	<a href="mailto:bartlettjr@gmail.com">bartlettjr@gmail.com</a>
Walter J. Chapman	Residential Designer	February 2011	September 2018	<a href="mailto:chapmandesignassociates@yahoo.com">chapmandesignassociates@yahoo.com</a>
Margo Horn	Professor at Stanford University	May 2015	September 2018	<a href="mailto:meh@stanford.edu">meh@stanford.edu</a>
Larry Lang	Start-Up CEO	September 2020	September 2020	<a href="mailto:llang@larrylang.net">llang@larrylang.net</a>
Nomi Trapnell	Professional Discipline HP (retired) and Community Volunteer	February 2015	September 2018	<a href="mailto:nomi.trapnell@pacbell.net">nomi.trapnell@pacbell.net</a>

Attach resumes and Statement of Qualifications forms for all members.

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1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. **The Los Altos Historical Commission currently has no qualified professionals as commissioners. 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 real estate professionals, professors, historic property owners and a local residential designer; all of whom have a professional understanding about various aspects of historical preservation and contribute valuable insight and knowledge into the historic review process. For all projects reviewed by the Historical Commission, the Commission requires the preparation of professional historic reports (i.e. Secretary of the Interior Standards for Rehabilitation Evaluations, Historic Resource Evaluation, etc.) by qualified historic professionals to evaluate historic applications consistent with the Historic Preservation Ordinance and the California Environmental Quality Act." Historic professionals must meet the Professional Qualification Standards from the National Parks Service**
  
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **The Historical Commissioned had no vacancies.**

**B. Staff to the Commission/CLG staff**

1. Is the staff to your commission the same as your CLG coordinator?  Yes     No    If not, who serves as staff?
2. If the position(s) is not currently filled, why is there a vacancy? *Type here.*

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Sean K. Gallegos, Associate Planner	Urban Planning and Historic Preservation	Community Development Department, Planning Division	<a href="mailto:sgallegos@losaltosca.gov">sgallegos@losaltosca.gov</a>

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## 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. If you haven't met at least four times, explain why not.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Qing Bai	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Russel Bartlett	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walter J. Chapman	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Margo Horn	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Larry Lang	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nomi Trapnell	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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 (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Janis Ahmadjian-Baer	1. Annual Commission Training 2. Ethics Training	1. One hour 2. Two hours	City of Los Altos	1. March 2018 2. March 2018
Qing Bai	No training			
Russel Bartlett	1. No training			

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Walter J. Chapman	1. No training			
Margo Horn	1. Interpretation and Application of Secretary of the Interior's Standards for the Treatment of Historic Properties Webinar 2. Annual Commission Training 3. Commission Training	1. 1.3 hours 2. One hour 3. Two hours	1. Office of Historic Preservation 2. City of Los Altos 3. City of Los Altos	1. January 2018 2. May 2018 3. May 2018
Larry Lang	1. CLG Certified Workshop - Historic Preservation 101	1. Six hours	1. City of Los Altos	1. March 2018
Nomi Trapnell	1. Interpretation and Application of Secretary of the Interior's Standards for the Treatment of Historic Properties Webinar 2. Annual Commission Training 3. Ethics Training 4. Historic Heritage Grant Programs - the County of Santa Clara Workshop	1. 1.3 hours 2. One hours 3. Two hours	1. Office of Historic Preservation 2. City of Los Altos 3. City of Los Altos 4. County of Santa Clara	1. September 2018 2. May 2018 3. May 2018 4. May 2018

### III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act



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**A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)**

**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.

Context Name	Description	How it is Being Used	Date Submitted to OHP
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.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
N/A	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

**C. Corrections or changes to Historic Property Inventory**

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From To	Reason	Date of Change
N/A	Type here.	Type here.	Type here.	Type here.

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

### A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
34 <sup>th</sup> Annual Margaret Thompson Historic Essay Contest	The contest was open to students in grades third through sixth and essays were submitted by 76 students from eight Los Altos schools. The essay contest prompt was "Instinct Extinct," which requested that students to take a journey in their mind and imagine having wings and soaring over Los Altos. The essay requested that students imagine the additions or changes a student would like to see within the community (school, park, neighborhood, or downtown) to make life better or more enjoyable for their family or friends.	January – May 2018

## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

NOTE: OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).

### A. CLG Inventory Program

During the reporting period (October 1, 2017-September 30, 2018) 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.

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Program area	Number of Properties added
Historic Resource Inventory	105

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

1. During the reporting period (October 1, 2017-September 30, 2018) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?  Yes  No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2016 to September 30, 2017?

**C. Local Tax Incentives Program**

1. During the reporting period (October 1, 2017-September 30, 2018) 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 from October 1, 2017 to September 30, 2018?

Name of Program	Number of Properties Added During 2016-2017	Total Number of Properties Benefiting From Program
Mills Act	One	12

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

1. During the reporting period (October 1, 2017-September 30, 2018) did you have a local government historic preservation grant and/or 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) from October 1, 2017 to September 30, 2018? Type here.

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Name of Program	Number of Properties that have Benefited
Type here.	Type here.

### E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2017-September 30, 2018) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties?  Yes  No
  
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2017 to September 30, 2018? Four

### F. Local Property Acquisition Program

1. During the reporting period (October 1, 2017-September 30, 2018) 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
  
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2017 to September 30, 2018? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

**IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS**

- A. What are your most critical preservation planning issues? **The most critical preservation issues are: 1) Updating and maintaining the integrity of the Historic Resource Inventory (HRI), 2) The ongoing effort to review alterations to historic properties consistent with the historic preservation regulations, 3) The ongoing**

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efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos, and 4) The stewardship of city-owned historic properties.

- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **1) The Historical Commission and the Los Altos History Museum prepared and submitted a Certified Local Government grant application to the State Office of Historic Preservation. The grant application was selected for the Federal Fiscal Year 2018-19 for a total of thirty-four thousand and one hundred dollars (\$34,100.00). This grant funding will permit the City's Public Work's Department to contract with a historic preservation consultant to prepare a Historic Structures Report (HSR) for the Halsey House at Historic Redwood Grove Nature Preserve. 2) The Historical Commission has received City Council approval to incorporate historic plaques and interpretive signage for the city-owned Historic Landmark Civic Center Apricot Orchard (designated in 1977). 3) The Historical Commission has advocated for the rehabilitation of the Historic Landmark Orchard, and the Public Works Department will be planting new apricot trees in 2019.**
- C. What recognition are you providing for successful preservation projects or programs? **The City has the following programs: 1) an annual Historic Preservation award that includes recognition by the Mayor at a City Council meeting and an official City Proclamation, and 2) a historic plaque program.**
- D. How did you meet or not meet the goals identified in your annual report for last year? **a. The Historical Commission maintained and improved its community outreach and awareness by collaborating with the Los Altos History Museum in the administration of the Annual Margaret Thompson Essay Contest, and the Historical Commission achieved a goal to add Historic Landmark plaques to the Historic Landmark Civic Center Orchard through consultation with the City Council. However, the Historical Commission did not achieve a goal for each commissioner to receive annual training. After consulting with the Office of Historic Preservation, the CLG Coordinator/Historical Commission Liaison worked with commissioners to utilize webinars and workshops through the Office of Historic Preservation and the California Preservation Foundation.**

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- E. What are your local historic preservation goals for 2018-2019? **The Historical Commission will seek to 1) 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; and 2) Obtain historic education and training opportunities for each commissioner through webinars, workshops and seminars through the Office of Historic Preservation and California Preservation Foundation.**
- 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? **See are response below, under question XII.7.**
- 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
The Office of Historic Preservation (OPH) should provide additional recorded webinars to improve training options for Historical commissioners. A module regarding the “Interpretation and Application of Secretary of the Interior’s Standards for the Treatment of Historic Properties” would be useful for the commissioners.	The module format with interactive pages is a great learning tool that will foster discussion.

- H. Would you be willing to host a training working workshop in cooperation with OHP?  Yes  No
- G. Is there anything else you would like to share with OHP? No

**XII Attachments**

Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff

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- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)