



DATE: August 24, 2020

AGENDA ITEM # 2

## AGENDA REPORT

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

### RECOMMENDATION:

Accept the 2020-2021 Historical Commission Work Plan and Accomplishments

---

### BACKGROUND

At the November 5, 2019 joint meeting between the City Council and the Historical Commission, the Commission established the following goals and work plans for 2019-2020:

1. Administer the Margaret Thompson Essay Contest.
2. Implement the Historic Plaque Program.
3. Administer the preservation and interpretation of the Historic Landmark Apricot Orchard.
4. Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark.
5. Administer the annual Historic Preservation Award.
6. Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos
7. 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.
8. 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.
9. Update the Historic Commission Website with information on structures participating in the Historic Plaque program.

10. Update the Submittal Requirement Handouts for projects reviewed by the Historical Commission.
11. Develop a brochure for Historical Plaque Program Houses.
12. Advocate for good stewardship of city-owned historic properties

## **DISCUSSION**

This agenda report provides the Historical Commission's work plan goals for 2020-2021 in preparation for the upcoming joint meeting with the City Council in October 2020. The proposed work plan for 2020-2021 is provided as Attachment A.

In terms of accomplishments, this past year the Historical Commission accomplishments between November 1, 2019 to August 24, 2020 are the following:

1. The Commission has held four regularly scheduled meetings over the past ten months.
2. The commission was integral in the City being awarded a Certified Local Government grant from the State Office of Historic Preservation to prepare a Historic Structures Report for the Halsey House. Due to the grant funding, a Historic Structures Report (HSR) and Structural Assessment Report (SAR) were prepared for the Halsey House. The Draft HSR and SAR were finalized in December 2019.
3. The Commission reviewed one historic application, which included a historic advisory review application.
4. The Commission administered the 36<sup>th</sup> annual Margaret Thompson Essay Contest. The essay topic was a "Peek into Your Past!" Essays were submitted from 224 students from six schools, with a trophy being awarded to the school with the most award winners. Award checks and certificates were distributed to the students in June 2020.
5. The Commission administered and selected Jane Reed for the 2020 Historic Preservation Award at the June 29, 2020 meeting, and the City Council will award a Proclamation at its October 25, 2020 meeting.
6. The Commission reviewed and approved the 2019-2020 Certified Local Government Program Annual Report on January 28, 2020.

At the joint meeting, the Council typically accepts a brief report from the Commission Chair and sets its expectations for the next year. The joint meeting also provides a good opportunity to discuss any concerns with regard to the Commission's duties.

### Attachments

- A. Historical Commission Work Plan – 2019/2020

HISTORICAL COMMISSION  
2020/2021 Work Plan

ATTACHMENT A

Goal	Projects	Assignments	Target Date	City Priority related to	Status
1) 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 Trapnell)</li> <li>• Receive and judge essay entries, and determine winners for each grade (LA History Museum)</li> <li>• Prepare the award certificates (staff)</li> <li>• Administer the Ice Cream Social to recognize winners (Commissioner Trapnell)</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 currently administering the project.
2) 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 Horn)</li> <li>• Coordinate the ordering of plaques for historic resource properties (Commissioner Horn)</li> <li>• Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum (Commissioner Horn)</li> <li>• Administer and Coordinate with the Los Altos History</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 currently administering the project.

		Museum the installation of historic landmark plaques in the City's Historic Landmark Orchard			
3) Administer the preservation and interpretation of the Historic Landmark Apricot Orchard	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> <li>Oversee the placement and installation of historic landmark plaques and interpretive signage in the City's Historic Landmark Apricot Orchard (Commissioner Horn)</li> </ul>	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.
4) Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark	<p>Provide oversight regarding the restoration of the Halsey House</p> <p>Coordinate with the Los Altos History Museum and the Public Works Department in the</p>	<ul style="list-style-type: none"> <li>Actively provide oversight regarding the preservation and restoration of the Halsey House (Commissioner Trapnell)</li> <li>Actively pursue grant opportunities for the preservation and restoration of the Halsey House (Commissioner Trapnell)</li> </ul>	Ongoing - To be determined	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 currently administering the project.

	pursuit of grant opportunities for the preservation and restoration of the Halsey House				
5) 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"> <li>• Coordinate outreach by publicizing the historic preservation award (staff)</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>	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>6) Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos</p>	<p>Review Mills Act agreements for compliance.</p>	<ul style="list-style-type: none"> <li>Review staff's ongoing efforts on Mills Act compliance (Commissioner Lang)</li> </ul>	<ul style="list-style-type: none"> <li>Begins in September each year</li> <li>Ends in November each year</li> </ul>	<p>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.</p>	<p>The Historical Commission is initiating its administration of the project.</p>
<p>7) 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</li> <li>Ends in September</li> </ul>		

8) 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 Lang)</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 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"> <li>• Actively coordinate with the Los Altos History Museum on current and future education and outreach programs (Commissioner Lang)</li> <li>• Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival.</li> </ul>	Year-round		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.
9) Update the Historical 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 (All Commissioners)</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	The Historical Commission is initiating its administration of the project.
	Provide additional information regarding the	<ul style="list-style-type: none"> <li>• Coordinate a Historical Commission website update to add the Historic Resource</li> </ul>	Ongoing – To be determined		The Historical Commission is initiating its

	Historic Resource Inventory and Historic Plaque program	and Historic Landmark inventory surveys (All Commissioners)		identity based upon the recognition and use of the City's historic resources.	administration of the project.
10) Update the submittal requirements handout for projects reviewed by the Historical Commission	Review staff's ongoing effort to update the procedures and submittal requirements handout.	<ul style="list-style-type: none"> <li>Review staff's ongoing effort revise to the submittal requirements handout (Commissioner Lang and staff)</li> </ul>	<ul style="list-style-type: none"> <li>Begin in November</li> <li>End in January</li> </ul>	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.
11) Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> <li>Develop a brochure for the Historical Plaque program houses and orchard in coordination with the Los Altos History Museum (All Commissioners)</li> </ul>	<ul style="list-style-type: none"> <li>Begin in November</li> <li>End in January</li> </ul>	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.	Pending



<p>12) Advocate for good stewardship of city-owned historic properties</p>	<p>Evaluate the current status of city-owned historic properties.</p>	<ul style="list-style-type: none"> <li>Evaluate the current status of city-owned historic properties.</li> </ul>	<p>Ongoing - (All Commissioners)</p>	<p>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.</p>	<p>Pending</p>
--	---	--	--------------------------------------	--	----------------