

HISTORICAL COMMISSION

2018/2019 Work Plan

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"> • Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Trapnell) • Receive and judge essay entries, and determine winners 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 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"> • Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque (Commissioner Horn) • Coordinate the ordering of plaques for historic resource properties (Commissioner Horn) • Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum (Commissioner Horn) • Administer and Coordinate with the Los Altos History 	<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.

		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"> Oversee the placement and installation of historic landmark plaques and interpretive signage in the City's Historic Landmark Apricot Orchard (Commissioner 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.
4) Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark	<div>Provide oversight regarding the restoration of the Halsey House</div> <div>Coordinate with the Los Alto History Museum and the Public Works Department in the</div>	<ul style="list-style-type: none"> Actively provide oversight regarding the preservation and restoration of the Halsey House (Commissioner Trapnell) Actively pursue grant opportunities for the preservation and restoration of the Halsey House (Commissioner Trapnell) 	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"> • 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 historic resources.	The Historical Commission is actively administering the project.
6) Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos	Review Mills Act agreements for compliance.	<ul style="list-style-type: none"> • Review staff's ongoing efforts on Mills Act compliance (Commissioner 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.

7) 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 		
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"> • Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Lang) 	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 Lang) 	All year		The Historical Commission is currently collaborating with the Los Altos History

		<ul style="list-style-type: none"> Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival. 			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"> Coordinate a Historical Commission website update to add structures participating in the Historic Plaque program (All Commissioners) 	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.	The Historical Commission is initiating its administration of the project.
	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 (All Commissioners) 	Ongoing – To be determined		The Historical Commission is initiating its 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"> Review staff's ongoing effort revise to the submittal requirements handout (Commissioner Lang and staff) 	<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	The Historical Commission is initiating its administration of the project.

				resources representing significant elements of its history;	
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"> Develop a brochure for the Historical Plaque program houses and orchard in coordination with the Los Altos History Museum (All Commissioners) 	<ul style="list-style-type: none"> Begin in November End in January 	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
12) Advocate for good stewardship of city-owned historic properties	Evaluate the current status of city-owned historic properties.	<ul style="list-style-type: none"> Evaluate the current status of city-owned historic properties. 	Ongoing - (All Commissioners)	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.	Pending