



HISTORICAL COMMISSION MEETING AGENDA

7:00 PM - Monday, January 23, 2023

Telephone/Video Conference Only

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (253) 215-8782 to participate in the conference call (Meeting ID: 814 4425 7292 or via the web at <https://tinyurl.com/4j3y4f7m> with Passcode: 780062). Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. Members of the public are also encouraged to submit written testimony prior to the meeting at HCPublicComment@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

ESTABLISH QUORUM

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

SPECIAL ITEM

1. Election of Chair and Vice Chair

Nominate and elect members to serve as Chair and Vice-Chair.

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Commission or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Chair.

2. Historical Commission Minutes

Approved minutes of the regular meeting of August 8, 2022.

DISCUSSION

3. 2022 Certified Local Government (CLG) Annual Report

Review and approve the annual report to the State Office of Historic Preservation.

4. **2023 City Council Meeting Assignment Schedule**

Review the City Council Meeting Assignment Schedule for 2023.

INFORMATIONAL ITEMS

5. **Mills Act Inspection and Monitoring Program**

Receive staff report for Mills Act Monitoring and Inspection Program for 2023.

6. **Margaret Thompson Essay Contest**

Receive a report on the 2023 Margaret Thompson Essay Contest.

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Historical Commission items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>

If you wish to provide written materials, please provide the Commission Staff Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.



DATE: January 23, 2023

AGENDA ITEM #1

TO: Historical Commission
FROM: Jia Liu, Associate Planner
SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION:

Nominate and elect members to serve as Chair and Vice Chair

BACKGROUND

The Commission will nominate and elect a Chair and Vice-Chair to serve until the first meeting in October 2022. As Historical Commission meetings were canceled after October 2022, the election has been postponed to the first meeting in January 2023. This past term, Commissioner Moore served as Chair and Commissioner Horn served as Vice-Chair.

DISCUSSION

The election of Chair and Vice-Chair is governed by the Commission and Committee Handbook. Any member of the Commission may serve as either Chair or Vice-Chair. The current Chair will ask for nominations for the position of Chair. Any member may nominate another to serve. Nominations do not require a second. Once a member has been nominated for Chair, the Commission will vote. If a majority of members approve, that member will be deemed Chair. The process will then repeat for the election of Vice-Chair.

The Chair and Vice-Chair serve in the role for one year term, but the currently election is being held to align the terms with the Commission Handout, which requires the term end on the first meeting in October.

Upon the conclusion of the election process for Chair and Vice-Chair, the person elected Chair will take over as president of the meeting.

MINUTES OF THE MEETING OF THE HISTORICAL COMMISSION OF THE CITY OF LOS ALTOS, HELD ON MONDAY, AUGUST 8, 2022, AT 7:00 P.M. HELD VIA VIDEO/TELECONFERENCE PER EXECUTIVE ORDER N-29-20ROLL CALL

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (650) 242-4929 to participate in the conference call (Meeting ID: 148 403 6004 or via the web at: [Historical Commission Meeting](#)).

ESTABLISH QUORUM

PRESENT: Commissioners Bartlett, Lang, Paige, and Trapnell

ABSENT: Chair Moore, Vice Chair Horn, and Commissioner Zoufonoun

PUBLIC COMMENTS

Resident Gary Hedden provided information that Greentown is creating a roadmap for a Tree Master Plan. As part of the Tree Master Plan, they were also working on the protection of historical and heritage trees and happy to receive feedback from the Historical Commission.

ITEMS FOR CONSIDERATION/ACTION

1. [Historical Commission Minutes](#)
Approve minutes of the regular meeting of January 24, 2022.
2. [Historical Commission Minutes](#)
Approve minutes of the special meeting of April 13, 2022.
3. [Historical Commission Minutes](#)
Approve minutes of the regular meeting of April 25, 2022.

Action: Upon a motion by Commissioner Trapnell, seconded by Commissioner Bartlett, the Commission moved to approve the minutes for January 24, 2022, April 13, 2022, and April 25, 2022 with a revision to correct the name Gary Hedden in the April 13, 2022 minutes.

AYES: Bartlett, Lang, Paige, and Trapnell; NOES: None; ABSENT: Horn, Moore, and Zoufonoun.

DISCUSSION

4. [H22-0001 – Brownhouse Design – 151 Hawthorne Avenue](#)
Advisory review application for an addition, alterations and improvements to an existing one-story house, which is a Historic Resource. The project includes a 609 square-foot one-story addition to the existing house, a new 533 square-foot detached garage, and 26 square-foot addition to the existing basement. The project is considered categorically exempt from further environmental review under Section 15301 of the California Environmental Quality Act, and the project is classified as a historic resource restoration/rehabilitation/ preservation project and is categorically exempt from environmental review under Section 15331 of the California Environmental Quality Act. Project Planner: Liu

STAFF PRESENTATION

Associate Planner Liu presented the staff report recommending approval of H22-0001 subject to the listed findings and conditions and answered questions from Commissioner Trapnell.

APPLICANT PRESENTATION

Owner Karen Scussel expressed their efforts to make their dreamhouse to be consistent with the Secretary of Interior Standards.

Applicant Julie Brown also commented on the homeowners' commitment for the house.

PUBLIC COMMENT

History Museum President Gary Hedden expressed support for this project.

Resident Jon Baer also provided support for the project. Also expressed that 1) if the existing entrance door is original, the door is recommended to be preserved and 2) the column in the front of the house is missing, and the column should be preserved as well.

Neighbor Ruvolo family recognized the outreach from the homeowners and expressed support for this project.

Commissioner Lang closed the Public Comment. Commissioner had discussion then proceeded.

Action: Upon a motion by Commissioner Trapnell, seconded by Commissioner Paige, the Commission moved to approve the project H22-0001 subject to the listed findings and conditions.

AYES: Bartlett, Lang, Paige, and Trapnell; NOES: None; ABSENT: Horn, Moore, and Zoufonoun.

5. HPA22-0001 - Brownhouse Design – 151 Hawthorne Avenue

The application includes a request that the Historical Commission recommend that the City Council authorize the City Manager to execute a Mills Act agreement for the property. The project is considered categorically exempt from further environmental review under Section 15301 of the California Environmental Quality Act, and the project is classified as a historic resource restoration/rehabilitation/ preservation project and is categorically exempt from environmental review under Section 15331 of the California Environmental Quality Act. Project Planner: Liu

STAFF PRESENTATION

Associate Planner Liu presented the staff report recommending that the Historical Commission recommend that the City Council authorize the City Manager to execute a Mills Act agreement for the property.

Associate Planner Liu and Senior Planner Sean answered questions from Commissioner Lang.

PUBLIC COMMENT

None.

Commissioner Lang closed the Public Comment. Commissioner had discussion then proceeded.

Action: Upon a motion by Commissioner Paige, seconded by Commissioner Bartlett, the Commission moved to recommending that the Historical Commission recommend that the City Council authorize the City Manager to execute a Mills Act agreement for the property

AYES: Bartlett, Lang, Paige, and Trapnell; NOES: None; ABSENT: Horn, Moore, and Zoufonoun.

6. H22-0002 and V22-0002 – Danielle DiVittorio – 725 University Avenue

Advisory review for a 63 square-foot addition to an accessory structure (garage) at a historic resource property. The project is considered categorically exempt from further environmental review under Section 15301 of the California Environmental Quality Act, and the project is classified as a historic resource restoration/rehabilitation/ preservation project and is categorically exempt from environmental review under Section 15331 of the California Environmental Quality Act. Project Planner: Gallegos

STAFF PRESENTATION

Senior Planner Sean presented the staff report for the advisory review for a 63 square-foot addition to an accessory structure (garage) at a historic resource property and answered questions from Commissioner Trapnell.

APPLICANT PRESENTATION

Homeowner Robert Albert introduced himself and the project to the Commission and expressed appreciation to the staff and Commission.

Applicant Danielle DiVittorio provided visual renderings to the Commission for further clarifying the project.

PUBLIC COMMENT

History Museum President Gary Hedden expressed support for this project.

Commissioner Lang closed the Public Comment. Commissioner had discussion then proceeded.

Action: Upon a motion by Commissioner Trapnell, seconded by Commissioner Paige, the Commission moved to approve the project H22-0002 subject to the listed findings and conditions.

AYES: Bartlett, Lang, Paige, and Trapnell; NOES: None; ABSENT: Horn, Moore, and Zoufonoun.

COMMISSIONERS' REPORTS AND COMMENTS

Commission discussed the Commission's term expirations in September 2022.

POTENTIAL FUTURE AGENDA ITEMS

None.

ADJOURNMENT

Chair Moore adjourned the meeting at 8:23 p.m.

Jia Liu/Nazaneen Healy
Staff Liaison



DATE: January 23, 2023
AGENDA ITEM #3

TO: Historical Commission
FROM: Jia Liu, Associate Planner
SUBJECT: Certified Local Government (CLG) Annual Report

RECOMMENDATION:

Approve the Annual Report to the State Office of Historic Preservation

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 2021 to September 2022.

Attachments

- A. Certified Local Government Program – 2021 to 2022 Annual Report

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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. 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: *Jia Liu, Associate Planner*

Date of commission/board review: *January 23, 2023*

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.

No amendments or revisions to the Historic Preservation Ordinance were adopted during the reporting period.

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

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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

1. During the reporting period, October 1, 2021 – September 30, 2022, what properties/districts have been locally designated?

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

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
<i>None</i>	<i>N/A</i>	<i>N/A</i>

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/communitydesignhistoricsourceelement.pdf

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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 has 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, the Historical Commission would review the CEQA documents and provide comments, if any, prior to the CEQA documents reviewed by the City Council.*

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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 from 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
Russell Bartlett	Aerospace (retired)	October 2020	September 2024	bartlettjr@gmail.com
David Moore	Pastor	October 2018	September 2022	pastordave@unionpc.org
Margo Horn	Professor at Stanford University	September 2018	September 2022	meh@stanford.edu
Larry Lang	Start-Up CEO	October 2020	September 2024	llang@larrylang.net
Kirk B. Paige	Senior Technologist with the City of Palo Alto	October 2020	September 2024	oh_bother@pacbell.net
Nomi Trapnell	Professional Discipline HP (retired) and Community Volunteer	September 2018	September 2022	nomi.trapnell@pacbell.net
Sepideh Zoufonoun	Education (Student)	September 2018	September 2022	sepideh@gmail.com

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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, and local residents; 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 Commission 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
Jia Liu, Associate Planner	Urban Planning and Architecture	Community Development Department, Planning Division	jliu@losaltosca.gov
Nazaneen Healy, Associate Planner	Urban Planning and Landscape Architecture	Community Development Department, Planning Division	nhealy@losaltosca.gov

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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
Russel Bartlett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margo Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Lang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kirk B. Paige	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nomi Trapnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sepideh Zoufonoun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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
Russell Bartlett	Commissioner Training	2 hours	City of Los Altos	October 22, 2021
David Moore	Commissioner Training	2 hours	City of Los Altos	October 22, 2021
Margo Horn	Commissioner Training	2 hours	City of Los Altos	October 22, 2021
Larry Lang	Commissioner Training	2 hours	City of Los Altos	October 22, 2021

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Kirk B. Paige	Commissioner Training	2 hours	City of Los Altos	October 22, 2021
Nomi Trapnell	Commissioner Training	2 hours	City of Los Altos	October 22, 2021
Sepideh Zoufonoun	Commissioner Training	2 hours	City of Los Altos	October 22, 2021

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

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.

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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.

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
38 th Annual Margaret Thompson Historic Essay Contest	<p>The contest was open to students in grades third through sixth and essays were submitted by 300 students from eight Los Altos schools. The essay contest was "History is Happening Now... Inspired by Annie Knapp Fitz" in commemoration of Anna Knapp Fitz, known as Annie, a self-taught artist, whose sketches, oil paintings, and sculptures, as well as the photographs provide us with a picture of our past.</p> <p>The essay writers were asked to talk with their family members about favorite memories or events that have happened at your home, your school, or in your community. The essay was to select one favorite memory that the student would</p>	January – June 2022

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(Reporting period is from October 1, 2021 through September 30, 2022)

Item or Event	Description	Date
	like to write about. Sharing a photograph, a sketch, or a painting to bring the writer's memory to life is encouraged. Memories, stories, conversations with family and friends, and sketches and photographs...all of these help to create the building blocks of history.	

X 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.

A. CLG Inventory Program

During the reporting period (October 1, 2021 - September 30, 2022) 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.

Program area	Number of Properties added
Historic Resource Inventory	104

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

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

1. During the reporting period (October 1, 2021 - September 30, 2022) 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, 2021

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2021 - September 30, 2022) 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, 2021 to September 30, 2022?

Name of Program	Number of Properties Added During 2021 - 2022	Total Number of Properties Benefiting From Program
Mills Act	1	14

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

1. During the reporting period (October 1, 2021 - September 30, 2022) 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, 2021 to September 30, 2022? Type here.

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, 2021 - September 30, 2022) 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

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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, 2021 to September 30, 2022? Two

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2021 - September 30, 2022) 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, 2021 to September 30, 2022? Type here.

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

XI 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 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 received a Certified Local Government grant from the State Office of Historic Preservation. This grant funding permitted the City's Community Development 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.**

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

- 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. 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.**
- E. What are your local historic preservation goals for 2021 - 2022? **The Historical Commission will seek to 1) to 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 XI.G.**
- 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.)?

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

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
- 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



DATE: January 23, 2023

AGENDA ITEM #4

TO: Historical Commission
FROM: Jia Liu, Associate Planner
SUBJECT: 2023 City Council Meeting Assignment Schedule

RECOMMENDATION:

Review the City Council Meeting Assignment Schedule for 2023

DISCUSSION

The 2023 City Council Meeting Assignment Schedule has been provided in Attachment A of this agenda report. The Schedule is intended to designate one Historical Commissioner to one Council Meeting in 2023 in the event that an item agendaized for the City Council meeting would be recommended from the Historical Commission. The designated commissioner will need to attend the meeting and answer questions, if any, from the Council with regard to the Historical Commission's discussion on the item. If the Council Meeting has no item recommended from the Historical Commission, the attendance of the meeting is not required.

The attached Assignment Schedule was randomly assigned from staff. It is scheduled in this meeting for the Commissioners approval or approval with modifications.



MEMORANDUM

DATE: December 13, 2022
TO: Historical Commission
FROM: Yvonne Dupont, Executive Assistant
SUBJECT: City Council Meeting Assignments – 2023 Schedule

Below are the City Council Assignments for this year:

	January 10, 2023	Larry Lang
	January 24, 2023	Jonathan Adams
	February 14, 2023	Liza Coe
	February 28, 2023	Russell Bartlett
	March 14, 2023	Kirk Paige
	March 28, 2023	Larry Lang
	April 11, 2023	Jonathan Adams
	April 25, 2023	Liza Coe
	May 9, 2023	Russell Bartlett
	May 23, 2023	Kirk Paige
	June 13, 2023	Larry Lang
	June 27, 2023	Jonathan Adams
→	July 11, 2023 (only one regular meeting scheduled in July)	Liza Coe
→	August 22, 2023 (only one regular meeting scheduled in August)	Russell Bartlett
	September 5, 2023	Kirk Paige
	September 19, 2023	Larry Lang
	October 10, 2023	Jonathan Adams
	October 24, 2023	Liza Coe
	November 14, 2023	Russell Bartlett
	November 28, 2023	Kirk Paige
→	December 12, 2023 (only one regular meeting scheduled in December)	Larry Lang

→ These meetings deviate from the regular 2nd and 4th Tuesday meeting schedule.

- ❖ **Regular Council meeting are scheduled to begin at 7:00 p.m. and are held on the 2nd and 4th Tuesdays of the month.**
 If you are unable to attend one of the City Council meeting to which you are assigned, please make arrangements for another commissioner to attend in your place. Also, please notify Angel Rodriguez at 947-2608, or Planning Division Management Analyst I, Yvonne Dupont at 947-2643, of the changes so the City Council agendas will accurately reflect the Historical Commission representative.



DATE: January 23, 2023

AGENDA ITEM #5

TO: Historical Commission

FROM: Jia Liu, Associate Planner

SUBJECT: Mills Act Inspection and Monitoring Program

RECOMMENDATION:

Receive the staff report for Mills Act Monitoring and Inspection Program for 2023.

BACKGROUND

The City of Los Altos currently has 15 Mills Act agreements for properties located in Los Altos. The Mills Act provides for a reduction in property taxes for qualified historic properties. The Act represents a current use assessment for qualified properties, also known as a contract assessment. The property owner must enter into a preservation agreement, which allows the owner to enjoy a reduced property tax rate from the County Assessor in exchange for the preservation, and in some cases, restoration and rehabilitation, of the historic structure. The County Assessor sets the property tax rate based on an appraisal of the market value of the land and improvements related to the historic structure. A property under an agreement will receive a property tax reduction based on an appraisal of the rental value of the land and improvements related to the historic structure. In accordance with Municipal Code Chapter 12.44.170, the City Council may approve Mills Act agreements as an incentive for preserving historic properties.

DISCUSSION

The standard term of a Mills Act agreement is for ten years with an automatic renewal clause each year. The agreement also includes a requirement that all money saved on property taxes must be invested into the preservation, restoration and/or enhancement of the historic structure. The compliance of requirement is subject to a) the periodic examinations by representatives of the Santa Clara County Assessor, State Department of Parks and Recreation, State Board of Equalization, and/or the city and b) compliance information requested by the city which the city deems necessary or advisable to determine compliance. Furthermore, per the Government Code Section 50281, it requires the city to inspect the exterior of the premises to determine continued compliance with the contract every five years.

The last Mills Act monitoring and inspection by the city occurred in 2017. According to the state law, staff will contact all the Mills Act property owners in 2023 to request documentation to justify the completed improvements within the last five years and any incomplete improvements for the site. Upon the recipient of the completed record, an onsite inspection will be scheduled.



DATE: January 23, 2023
AGENDA ITEM #6

TO: Historical Commission
FROM: Jia Liu, Associate Planner
SUBJECT: Margaret Thompson Essay Contest

RECOMMENDATION:

Receive an update on the Margaret Thompson Essay Contest

BACKGROUND

Margaret Thompson Historical Essay Contest

The Margaret Thompson Essay contest is for children from grades three through six. Essays are written covering a specific theme. Each year hundreds of essays are judged by community members and prizes will be awarded in the spring.

Winners at each grade level receive \$50 for first place, \$30 for second place and \$20 for third place. In addition to individual prizes, the school with the most winners will be awarded a trophy.

2023 Essay Contest Theme – “A Path to Conservation Inspired by Wallace Stegner”

Wallace Stegner was at the forefront of the modern conservation movement. He was a visionary who understood how important wilderness is to human beings. Mr. Stegner brought awareness locally, nationally, and globally to the importance of the environment and conservation. In 1962, he co-founded Green Foothills, a local environmental organization, which led to the development of MidPeninsula Regional Open Space and their work in preserving wilderness areas and natural open spaces for all to enjoy.

In writing their essays, students are to have a conversation in your classroom or with family members about what the student and the student’s family are doing to save our natural resources and protect our environment and wildlife. Think of the writer as an environmentalist or conservationist. What are some things the student are doing? Are there places in the natural world that the student and the student’s family like to go and feel the “hope in nature?” Conclude the discussion by thinking about how the student can save and protect the environment in the future.

Students can visit the Museum to view the exhibit anytime by March 5, 2023 to learn about the impact Wallace Stegner had on the conservation movement. For more information on this exhibit, please visit this website: losaltoshistory.org/StegnerExhibit.

Here is a video with more information on Wallace Stegner and the essay contest:
<https://youtu.be/UMfJxCmAuSw>

The essay contest documents, including the Cover Sheet (Attachment A), Writing Prompt (Attachment B), General Instructions for Teachers, Principals, and Parents (Attachment C) and Rubric for the Essay Contest (Attachment D) are provided with the agenda report. The documents are also available at <https://www.losaltosca.gov/historicalcommission/page/margaret-thompson-historical-essay-contest>.

DISCUSSION

The goal of the item is for the Commission to receive the updates on the status of the Margaret Essay contest.

Enclosed:

Attachment A – 2023 Cover Sheet

Attachment B – 2023 Writing Prompt

Attachment C – 2023 General Instructions for Teachers, Principals, and Parents

Attachment D – 2023 Rubric for Essay Contest



Los Altos Historical Commission and Los Altos History Museum
39th Annual Margaret Thompson Historical Essay Contest
For 3rd, 4th, 5th and 6th Graders

2023 Theme – A Path to Conservation Inspired by Wallace Stegner

Essay Contest Cover Sheet

Please PRINT the following information.

STAPLE this COVER SHEET ON TOP of YOUR ESSAY.

PUT ONLY YOUR NAME AND DATE ON THE ESSAY.

Have your parent read and SIGN the statement below.

Essays should be no more than 300 words.

Essays are due to your teacher by Friday, March 10, 2023.

Include a COPY of your sketch, painting, or photo with your essay.

PLEASE NOTE: Essays NOT containing this Cover Sheet will NOT be judged.

Full Name (first and last): _____

Address: _____

Phone Number: _____

School Name: _____

Grade: _____

Teacher's Name: _____

Parent Release:

By signing the following release, I give consent for my child's essay to become part of the collection of the Los Altos History Museum and to be used for community enrichment such as exhibits, programs and research.

I understand that by submitting this essay, I declare that I have full legal right to transfer custody and title of this essay. I hereby transfer such custody, title and interest, including copyright and trademark, willingly, unconditionally and without reservation, to the City of Los Altos. I hereby consent to the unrestricted use of the information in furtherance of the mission of the Los Altos History Museum.

Parent/Guardian signature: _____

Date: _____



Los Altos Historical Commission and Los Altos History Museum
39th Annual Margaret Thompson Historical Essay Contest
For 3rd, 4th, 5th, and 6th Graders

2023 Theme – A Path to Conservation Inspired by Wallace Stegner

Essay Prompt

Background:

Wallace Stegner was at the forefront of the modern conservation movement. He was a visionary who understood how important wilderness is to human beings. Mr. Stegner brought awareness locally, nationally, and globally to the importance of the environment and conservation. In 1962, he co-founded Green Foothills, a local environmental organization, which led to the development of MidPeninsula Regional Open Space and their work in preserving wilderness areas and natural open spaces for all to enjoy.

“We simply need that wild country available to us, even if we never do more than drive to its edge and look in. For it can be...a part of the geography of hope.” - Wallace Stegner

Come to the Museum grounds anytime to view this outdoor exhibit by March 5. The exhibit begins in front of the J. Gilbert Smith House. Learn about the impact Wallace Stegner had on the conservation movement as you stroll the Museum grounds and access photos, videos, and audio recordings via QR codes on your electronic device. For more information on this exhibit, please visit this website:

losaltoshistory.org/StegnerExhibit

Writing Prompt:

Have a conversation in your classroom or with family members about what you and your family are doing to save our natural resources and protect our environment and wildlife. Think of yourself as an environmentalist or conservationist. What are some things you are doing? Are there places in the natural world that you and your family like to go and feel the “hope in nature?” Conclude your discussion by thinking about how you can save and protect the environment in the future.

Choose **ONE** of these topics:

- *Tell us what you are doing to protect our environment.*
- *Tell us about where you like to go and feel the “hope in nature.” What do you enjoy doing there?*
- *Tell us about what you will do to save the environment in the future.*

Draw a sketch, paint a picture, or take a photo to focus and illustrate your ideas either before you write or after you have completed your essay.

Tell us about your “path to conservation.” Use interesting vocabulary and communicate your ideas in a creative manner. Include your photo or artwork with your essay when you submit it.

Win Prizes

1st Place - \$50 2nd Place - \$30 3rd Place - \$20
3 Winners Per Grade Level!



Los Altos Historical Commission and Los Altos History Museum
39th Annual Margaret Thompson Historical Essay Contest
For 3rd, 4th, 5th, and 6th Graders

2023 Theme: A Path to Conservation Inspired by Wallace Stegner

General Instructions for Teachers, Principals, and Parents

- 1) READ the attached prompt and rubric before you discuss this contest with your students. You may wish to photocopy both the prompt and the rubric for your students to refer to as they write their essay.
- 2) **IMPORTANT INSTRUCTION: A COVER SHEET WITH PARENT RELEASE and SIGNATURE is required.** Remind your students that the **COVER SHEET must be stapled to the top of the essay.** Also, remind students to only put their name and date on the essay.
- 3) READ the grading rubric to the students. This rubric is used to judge the essays.
- 4) When you receive the completed essays from your students, please put them in a large envelope. Please label the envelope the "MARGARET THOMPSON HISTORICAL ESSAY CONTEST."
- 5) **Student essays and accompanying photographs or sketches** are due to the classroom teacher by **Friday, March 10.** LASD essays must be returned to the LASD Asst. Superintendent's office by **Tuesday, March 14.**
- 6) Private school/home-schooled essays must be returned to the Los Altos History Museum by **Tuesday, March 14.**
- 7) **Cover sheet, prompt, instructions, and rubric are also available at the following websites: Los Altos History Museum, Los Altos School District, and the City of Los Altos.**
- 8) **Essays, sketches, paintings, and photos will NOT be returned.** Please ask students to make a copy before they turn in their essays, sketch, painting or photo.
- 9) **Prizes will be awarded to 1st, 2nd and 3rd place winners. The Margaret Thompson Essay Contest Trophy will be awarded to the school/schools with the most winners. The contest winners will be honored in the spring at an Ice Cream Social on the Los Altos History Museum patio.**

A note of appreciation from the Los Altos Historical Commission and the Education Committee of the Los Altos History Museum to participating teachers:

Thank you for agreeing to participate in this essay contest. We hope that you and your students find it enjoyable and rewarding, and that it encourages interest in the history of our community.



Los Altos Historical Commission and Los Altos History Museum
39th Annual Margaret Thompson Historical Essay Contest
For 3rd, 4th, 5th, and 6th Graders

2023 Margaret Thompson Essay Contest **Rubric for Scoring**

There will be a total of 30 points possible for an essay. These points will be allotted according to the following criteria:

- | | |
|---|-----------|
| 1. Beginning paragraph clearly identifies and supports essay prompt | 5 points |
| 2. Ideas | 10 points |
| • Establish a clear focus | |
| • Provide relevant information | |
| • Communicate ideas in a creative manner | |
| 3. Expression | 10 points |
| • Use interesting vocabulary and descriptive language | |
| • Use a variety of sentences | |
| • Use grammar conventions (mechanics) effectively | |
| 4. Organization | 5 points |
| • Demonstrate a sequential flow of ideas | |
| • Be sure your closing paragraph completes your essay | |