



HISTORICAL COMMISSION SPECIAL MEETING AGENDA

7:00 PM - Monday, December 11, 2023

*Los Altos Community Center, Grand Oak Room, 97
Hillview Ave, Los Altos, CA*

Members of the Public may call (253) 215-8782 to participate in the conference call (Meeting ID: 856 0377 4891 or via the web at <https://tinyurl.com/bdfmpkxm> with Passcode: 870937). Members of the Public may only comment during times allotted for public comments and public testimony will be taken at the direction of the Commission Chair. 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

1. Election of 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.

Historical Commission Minutes

Approve the minutes of the regular meeting of April 19, 2023

Historical Commission Minutes

Approve the minutes of the regular meeting of April 24, 2023

Historical Commission Minutes

Approve the minutes of the regular meeting of September 25, 2023

DISCUSSION

2. Consider the Historical Commission Schedule for 2024

3. Preparation for Work Plan and Joint Meeting

Review the work plan and discuss possible topics for the joint meeting with the Council.

INFORMATIONAL ITEMS

4. Commission Handbook and Commission Powers and Duties

Presentation regarding the final Commission Handbook, and the edited version of the Powers and Duties for the Commission.

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.



HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: December 11, 2023

Subject: Election of Chair and Vice Chair

Prepared by: Sean Gallegos, Senior Planner

Attachment: [Commission Handbook](#)

Staff Recommendation

Nominate and elect members to serve as Chair and Vice Chair

Environmental Review:

Not applicable

Summary/Project Description:

The Commission will nominate and elect a Chair and Vice-Chair to serve until the first meeting in October 2024. This past term, Commissioner Lang served as Chair and Commissioner Paige served as Vice-Chair.

Fiscal Impact:

None

Discussion/Analysis

The election of the Chair and Vice-Chair follows the guidelines outlined in the Commission and Committee Handbook. Any commission member is eligible to serve as either the Chair or Vice-Chair. Here's the election process:

1. The current Chair will commence the process by calling for nominations for the position of Chair. Any member has the privilege to nominate another member to serve as Chair, and nominations do not require a second.
2. Following the nominations, a vote will be conducted among the Commission members. If a majority of members approve, the nominated member will assume the role of Chair.
3. Subsequently, the same process will be repeated for the election of the Vice-Chair.

It's essential to emphasize that no commission member can serve consecutive terms as Chair, which mandates an annual rotation of the Chair position.

The roles of Chair and Vice-Chair are for a one-year term, with the selection of new Chair and Vice-Chair taking place during the first meeting in October.

Following the election of the Chair and Vice-Chair, the individual elected as Chair will assume the role of the meeting's presiding chair.

**MINUTES OF THE SPECIAL MEETING OF THE HISTORICAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, APRIL 19, 2023, AT 7:00 P.M AT
LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Commissioners Adams, Bartlett, Coe, Lang, and Paige

ABSENT:

PUBLIC COMMENTS

No public comments.

ITEMS FOR CONSIDERATION/ACTION

1. Historical Commission Minutes
Approve minutes of the regular meeting of January 23, 2023.

Action: Upon a motion by Commissioner Bartlett, seconded by Commissioner Adams, the Commission moved to approve the minutes for January 23, 2023.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

DISCUSSION

2. Los Altos Historical Preservation Award
Consider nominations for the 2023 Los Altos Historical Preservation Award.

Public Comment: Ann Hepenstal, Gary Hedden, Marth Wallace, Donna Santistevan, Elizabeth Ward, Nan Geschke, and Liz Nyberg provided comments.

The Commission discussed the nominations.

Action: Upon a motion by Commissioner Paige, seconded by Commissioner Bartlett, the Commission moved to grant the 2023 Los Altos Historical Preservation Award to the Los Altos Chapter, Daughters of the American Revolution for Early Settlers of Old Los Altos/Mountain View.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

3. Santa Clara County Preservation Alliance Award
Consider nominations for the 2023 Santa Clara County Preservation Alliance Award.

Public Comment: No public comments.

The Commission discussed the nomination.

Action: Upon a motion by Commissioner Coe, seconded by Commissioner Adams, the Commission moved to nominate the Los Altos Chapter, Daughters of the American Revolution for Early Settlers of Old Los Altos/Mountain View for the 2023 Santa Clara County Preservation Alliance Award.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

INFORMATIONAL ITEMS

4. Monthly Staff Report

Staff provided updates on the next regular meeting, the staff liaison, the Margaret Thompson Essay Contest, and the Historic Plaque Program.

COMMISSIONERS' REPORTS AND COMMENTS

The Commission discussed Heritage Tree designations.

ADJOURNMENT

Chair Lang adjourned the meeting at 8:19 p.m.

Nazaneen Healy
Staff Liaison

**MINUTES OF THE SPECIAL MEETING OF THE HISTORICAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, APRIL 24, 2023, AT 7:00 P.M AT
LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Commissioners Adams, Bartlett, Coe, Lang, and Paige

ABSENT:

PUBLIC COMMENTS

No public comments.

ITEMS FOR CONSIDERATION/ACTION

DISCUSSION

1. H23-0001 – Walter Chapman – 236 Eleanor Avenue
Historic Advisory Review for a 1,647 square-foot first story, 327 square-foot second story addition, and 832 square-foot basement to an existing two-story house, and a new 588 square-foot detached accessory structure (garage) to a historic resource property.

Project Planner Sean Gallegos presented the staff report.

Public Comment: The following members of the public spoke: Walter Chapman (applicant), Todd Parmacek (property owner), Gary Hedden, and Jon Baer.

The Commission discussed the application.

Action: Upon a motion by Commissioner Paige, seconded by Commissioner Bartlett, the Commission moved to recommend approval of H23-0001 subject to the findings and conditions listed in the staff report.

Chair Lang stated for the record that the Historical Commission urges the Planning Commission to have an open mind and to give consideration to facilitating the need to work with the existing structure and preserve its historic status.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

COMMISSIONERS' REPORTS AND COMMENTS

The Commission discussed the process of adding properties to the HRI and changes to the Commission being considered by the City Council.

ADJOURNMENT

Chair Lang adjourned the meeting at 8:30 p.m.

Nazaneen Healy
Staff Liaison

**MINUTES OF THE SPECIAL MEETING OF THE HISTORICAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON WEDNESDAY, SEPTEMBER 25, 2023, AT 7:00
P.M AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,
CALIFORNIA**

ESTABLISH QUORUM

PRESENT: Commissioners Adams, Bartlett, Coe, Lang, and Paige

ABSENT:

PUBLIC COMMENTS

Resident, Jon Baer provided comment supporting historic preservation.

ITEMS FOR CONSIDERATION/ACTION

DISCUSSION

1. H21-0002 and SC21-0021– Dino Garcia – 604 Milverton Road

Request for Historic Advisory Review and Design Review for a new two-story house with a 5,414 square-foot first story and a 2,831 square-foot second story, and the conversion of an existing historic house into a historic accessory building. This project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) and Section 15331 (“Historical Resource Restoration/Rehabilitation”) of the California Environmental Quality Act (CEQA). Project Planner: Gallegos.

Project Planner Sean Gallegos presented the staff report.

The property owner, Michael Giovannotto, provided a presentation and responded to commission questions.

Public Comment: No public comments

The Commission discussed the application.

Action: Upon a motion by Commissioner Coe, seconded by Commissioner Bartlett, the Commission moved to recommend approval of H21-0002 and SC21-0021 subject to the findings and conditions listed in the staff report.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

2. HPA23-0001 – Sreenivas Tallam – 41 Hawthorne Avenue

Request to execute a Mills Act agreement for the property located at 41 Hawthorne Avenue. This project is categorically exempt from environmental review under Section 15331 (“Historical Resource Restoration/Rehabilitation”) of the California Environmental Quality Act (CEQA). Project Planner: Gallegos.

Project Planner Sean Gallegos presented the staff report.

The property owner, Sreenivas Tallam, provided a presentation and responded to commission questions.

Public Comment: No public comments

The Commission discussed the application.

Action: Upon a motion by Commissioner Paige, seconded by Commissioner Bartlett, the Commission moved to recommend approval of H23-0001 subject to the findings and conditions listed in the staff report.

Chair Lang stated for the record that the Historical Commission urges the Planning Commission to have an open mind and to give consideration to facilitating the need to work with the existing structure and preserve its historic status.

AYES: Adams, Bartlett, Coe, Lang, and Paige; NOES: None; ABSENT: None.

INFORMATIONAL ITEMS

3. Historic Apricot Orchard
Receive an update from the Los Altos History Museum Orchard Commons Committee regarding the preservation and status of the Historic Apricot Orchard.

Jane Packard, Volunteer Chair of the Orchard Commons Committee for the Los Altos History Museum provided a presentation on the condition and future of the Los Altos Apricot Orchard, which is a City Landmark.

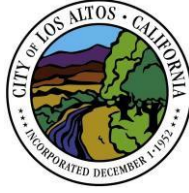
COMMISSIONERS' REPORTS AND COMMENTS

The Commission requested an update regarding the Halsey House.

ADJOURNMENT

Chair Lang adjourned the meeting at 8:50 p.m.

Sean Gallegos
Staff Liaison



HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: December 11, 2023
Subject: Meeting Schedule
Prepared by: Sean Gallegos, Senior Planner
Attachment: A. Yearly Calendar of Events

Staff Recommendation

Review Historical Commission Meeting Schedule for 2024

Environmental Review:

Not applicable

Summary/Project Description:

The Historical Commission Meeting Schedule outlines the commission's quarterly meeting schedule for 2024. The item provides the commission the opportunity to finalize the quarterly meeting dates.

Fiscal Impact:

None

Discussion/Analysis

The Historical Commission holds its regular meetings on the quarterly on the fourth Monday of the month at 7:00 p.m. in the Community Meeting Chambers.

Discuss the proposed list of meeting dates for 2024:

January 22, 2024
April 22, 2024
August 26, 2024
October 28, 2024

The Yearly Calendar of Events is provided to outline work and meeting agenda items for 2021.

Yearly Calendar of Events

Los Altos Historical Commission

JANUARY

Work Items

- Margaret Thompson Essay Contest

Meeting Agenda

- Review and approve Certified Local Government (CLG) annual report
- Review Commissioner City Council meeting assignments for the year

FEBRUARY

Work Items

- Margaret Thompson Essay Contest
- *Staff* - Publicize Historic Preservation Award
- *Staff* – Post Essay Contest prompt and instructions on the City website
- *Staff* – Send Letters to Historic Resource Property owners for Plaque Program (Last week)
- *Receive Santa Clara County Historic Preservation Award Details?*

MARCH

Work Items

- Margaret Thompson Essay Contest
- *Staff* - Publicize Historic Preservation Award
- Commissioners submit Form 700 (Statement of Economic Interests) to City Clerk by April 1st
- *Staff* – Post Historic Preservation Award nomination request on City website
- *Staff* – Submit check request to Finance for Plaque program (Last week)

APRIL

Work Items

- Margaret Thompson Essay Contest
- *Staff* – Submit check request to Finance for Essay Contest winner checks
- *Staff* – Send invitation to Historical Plaque recipients for plaque presentation
- *Staff* – Submit invoice with mock-up to plaque production company (1st week in April)

Meeting Agenda

- Review nominations and vote on Historic Preservation Award recipient

MAY

Work Items

- Margaret Thompson Essay Contest Cream Social (2nd Tuesday)
- Historic Preservation Award recipient recognized by City Council (2nd Tuesday)
- Annual Joint Meeting and Commissioner Training with City Council
- Museum and Historic Preservation Celebration and Plaque Presentation
- *Staff* – contact History Museum to schedule joint meeting with Museum Board.

JUNE

Work Items

- None

JULY

Work Items

- None

AUGUST

Work Items

- None

Meeting Agenda

SEPTEMBER

Work Items

- None

OCTOBER

Work Items

- None

Meeting Agenda

- Review and approve Commission accomplishments and workplan – before CC joint meeting in January or February.
- Review and approve Commission work plan
- Nominate Chair/Vice-Chair

NOVEMBER

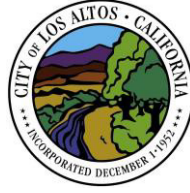
Work Items

- None

DECEMBER

Work Items

- *Staff* – Prepare CLG annual report.



HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: December 11, 2023

Subject: Preparation for Work Plan and Joint Meeting

Prepared by: Sean Gallegos, Senior Planner

Attachment: A. Draft 2023/2024 Work Plan

Staff Recommendation

Review ideas for the work plan discussion in February and discuss possible topics for the joint meeting with Council.

Environmental Review:

Not applicable

Summary/Project Description:

In preparation for the February 2024 Joint Meeting with City Council, the Commission will go over items for discussion. More details on selected topics will be discussed during the process of finalizing the Work Plan in the January PARC meeting.

Fiscal Impact:

None

Discussion/Analysis

Discuss the draft work plan and possible topics for the joint meeting with Council that is currently scheduled for February 2024.

HISTORICAL COMMISSION
2023/2024 Work Plan

Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>1) Administer the annual Margaret Thompson Essay Contest</p>	<p>Administer the essay contest and coordinate with the Los Altos History Museum’s Education Committee</p>	<ul style="list-style-type: none"> • Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Zoufonoun) • 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 Zoufonoun) <p>Implementation:</p> <ul style="list-style-type: none"> • Update the city website to post the documents provided from the Museum • Contact the sends a press release to the Los Altos Town Crier announcing the contest • Share the Contest information with the Historical Commission in January; Chair should participate in the judge of the contest? 	<ul style="list-style-type: none"> • Begins in December each year • Ends in May each year 	<p>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.</p>	<p>The Historical Commission is currently administering the project.</p>

<p>2) Implement the Historic Plaque Program</p>	<p>Administer the Historic Plaque program and coordinate with the Los Altos History Museum</p>	<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 Implementation: <ul style="list-style-type: none"> • Contact with Yvonne if she can generate the mailing lists to the historic property owners who have not had the historic Plaque. • Mail out the letter to the homeowners • If received any interests, confirm with the homeowner for the construction date of the historic resource • Contact with the vender for the order of the plaques. The plaques shall have the 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	<p>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.</p>	<p>The Historical Commission is currently administering the project.</p>
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		<p>actual construction year in the middle of the plaques.</p> <ul style="list-style-type: none"> • Contact with Jon Maginot if we should have an event at the Historic Museum for the plaque award presentation • Report to the HC for the plaque program update of 2022; if there would be an event, let the HC know • If there is an event, contact the historic museum and HC for the event details. 			
Goal	Projects	Assignments	Target Date	City Related Priority	Status
		<ul style="list-style-type: none"> • 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	The Historical Commission is currently administering the project.

				identity based the City's historic resources.	
4) Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark	<ul style="list-style-type: none"> • Provide oversight regarding the restoration of the Halsey House • Coordinate with the Los Altos History Museum and Public Works for a grant 	<ul style="list-style-type: none"> • Historical Commission Subcommittee shall provide oversight regarding the preservation and restoration of the Halsey House (Commissioners Lang, Moore and Trapnell) • Actively pursue grant opportunities for the preservation of the Halsey House 	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	The Historical Commission is currently administering the project.
Goal	Projects	Assignments	Target Date	City Related Priority	Status
		(Commissioners Lang, Moore and Trapnell)			

<p>5) Administer the annual Historic Preservation Award</p>	<p>Review nominations, hear testimony, and hold a vote to determine the award recipient</p>	<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) <p>Implementation:</p> <ol style="list-style-type: none"> 1. Update the <u>Los Altos Historic Preservation Award Website</u> including the flyer and the nomination form if needed. 2. Working with the assigned commissioner and send a notification to the Town Crier for public interest. The notification shall include a link to the nomination form. 3. Agendize it to the April Regulation HC Meeting for the award. 4. The Proclamation should be scheduled in a City Council Meeting in May. Work with the City Clerk Office to put it on the agenda (and ensure it will be on the agenda!) 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	<p>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.</p>	<p>The Historical Commission is actively administering the project.</p>
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<p>5. 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"> Review staff’s ongoing efforts on Mills Act compliance (Commissioner Lang) 	<ul style="list-style-type: none"> Begins in September each year Ends in November each year Annual report and review by the Historical Commission in Summer. 	<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>
Goal	Projects	Assignments	Target Date	City Related Priority	Status
<p>6. 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"> Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair) Historical Commission reviews and approves CLG annual report (All Commissioners) 	<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 & 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</p>	<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 		

	educational opportunities				
7. 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.	The joint meeting will occur in the fall.
Goal	Projects	Assignments	Target Date	City Related Priority	Status
	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) Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival. 	Year-round	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 collaborating with the Los Altos History Museum on the Margaret Thompson Essay Contest, the Historic Preservation Award and the Historic

					Plaque program.
8. 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 overseeing updates of the project.
Goal	Projects	Assignments	Target Date	City Related Priority	Status
9. 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 <u>priority is to gather sufficient</u> information to permit the Historical Commission to make a decision to 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.

<p>10. Brochure for Historical Plaque Program Houses</p>	<p>Create a Historical Plaque Program brochure to publicize the program and recipients</p>	<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 	<p>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.</p>	<p>Pending</p>
<p>Goal</p>	<p>Projects</p>	<p>Assignments</p>	<p>Target Date</p>	<p>City Related Priority</p>	<p>Status</p>
<p>11. 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"> Evaluate the current status of city-owned historic properties. 	<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>Ongoing</p>



ITEM #7

HISTORICAL COMMISSION AGENDA REPORT

- Meeting Date:** December 11, 2023
- Subject:** Historical Commission Handbook and Commission Power and Duties
- Prepared by:** Sean Gallegos, Senior Planner
- Attachment:** A. Commission Handbook, dated September 12, 2023
B. Ordinance 2023-493, Chapter 2.08 and Chapter 2.12 Pertaining to City Commissions and the Historical Commission

Staff Recommendation

None

Environmental Review:

Not applicable

Background

The Los Altos Commission Handbook functions as the introduction to service for Commissions and Committees. It is reviewed and updated from time to time to incorporate changes in Council direction, state law, or to establish or further define roles and responsibilities of Commission Members. The City Council provided direction at the Study Session on August 22, 2023, regarding changes to the sections on ad hoc subcommittees, Council liaisons, and conflicts of interest.

Commission Handbook

The City Council approved amendments to the Commission handbook on September 12, 2023, and primary amendments include the following:

Attendance and Participation

This section has been updated to clarify the attendance and participation requires for Commissioners>

1. A majority of members must be physically present for a meeting to be held.
2. Commissioners are mandated to attend at least 75% of regularly scheduled meetings in person.
3. Commissioners are permitted to attend a maximum of 20% of meetings remotely.

Conflict of Interest

This section has been updated to require that Commissioners with a perceived conflict of interest disclose those conflicts prior to any discussion by the Commission. The City Attorney should be consulted if a Commissioner has a question about a potential, perceived conflict of interest. This section also has been updated to include language regarding incompatible activities.

1. Commissioners are required to notify the Staff liaison about any perceived conflicts of interest.
2. Commissioners must disclose any perceived conflicts of interest before actively participating in discussions.
3. Commissioners are encouraged to seek guidance from the City Attorney or the Fair Political Practices Commission (FPPC) regarding potential conflicts.

Ad Hoc Subcommittees

This section has been updated to better define what an ad hoc subcommittee is, how Commissioners can serve on a subcommittee and the procedures for establishing subcommittees. The motion of establishment must include that the Ad Hoc Subcommittee:

1. Ad Hoc Nature: Committees must be ad hoc and cannot have standing status.
2. Limited Formalities: Ad hoc committees do not require public posting, open meetings, staff support, or the recording of meeting minutes.
3. Specific Focus: Each committee must have a well-defined topic and operate within a specified timeframe.
4. No Continuing Jurisdiction: Committees cannot address matters of continuing jurisdiction.
5. Single-Year Duration: Ad hoc committees are limited to establishment within a single year.
6. Reporting to Full Commission: Findings and recommendations from ad hoc committees must be reported to the full Commission for consideration.
7. One Subcommittee per Commissioner: Commissioners are restricted to serving on only one subcommittee at a time to ensure equitable participation.

Commission Liaisons

This section has been added to the Handbook to establish how Commissions can appoint a Commissioner to serve as a liaison to another board, commission, or agency.

1. Commissions have the authority to appoint individual Commissioners to serve as liaisons to other boards, commissions, or agencies, eliminating the need for establishing an Ad Hoc Subcommittee.
2. Regular updates on the liaisons' activities should be provided to the full Commission during public meetings.
3. Liaisons are expected to advocate for positions that are consistent with those supported by the Commission or the City Council, provided they have previously addressed the topic.
4. Can be a member of the public.

Council Liaisons

This section has been updated in the commission handbook.

1. Council liaison attendance is no longer required at every meeting.
2. Council liaison will meet with Commission Chair and Staff liaison once per year at a minimum as well as at joint meeting.
3. Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies.

Historic Preservation Ordinance Amendments

The City Council approved Ordinance 2023-293 on May 23, 2023 amending Chapter 2.08 and Chapter 2.12 Pertaining to City Commissions and the Historical Commission, and the amendments include the following:

Powers and Duties

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.

Meeting Schedule

The frequency of Historical Commission meetings has been reduced from monthly to quarterly, or more frequently upon call of the chair or commission staff liaison, as necessary. Meetings are not permitted during the months of July and December.

Composition

The composition of the commission has been altered, reducing the membership from 7 members to 5 members.

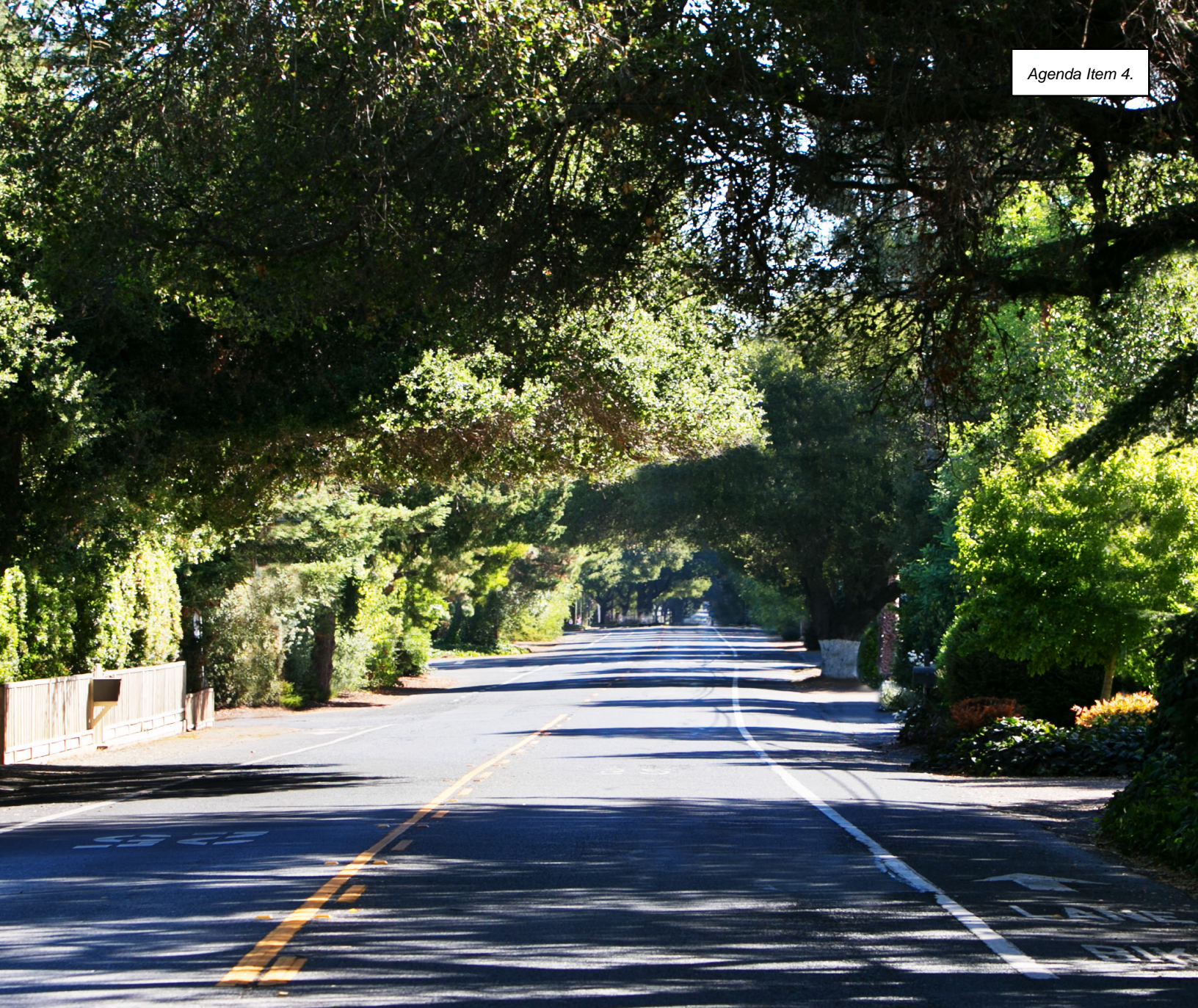
Adherence to City policies

Unless otherwise provided herein, Commissioners shall be bound by all City policies, including the Commission Handbook.

Discussion/Analysis

The primary objective of this item is to offer comprehensive information concerning the revised commission handbook and the amendments to Chapter 2.08 and Chapter 2.12, both of which pertain to City Commissions and the Historical Commission.

As an informational item, no action may be taken on the item.



City of Los Altos Commission Handbook

September 2023

TABLE OF CONTENTS

INTRODUCTION 1

THE BASICS 1

- Government in the City of Los Altos
- City Council
- Council Liaison
- Commissions/Committees
- Staff

MEETING DAYS AND TIMES 3

COMMISSION WORKPLANS 3

MEMBERSHIP ON CITY COMMISSIONS 3

- Appointment
- Reappointment
- Resignation/Removal
- Attendance and Participation
- Statement of Economic Interest
- Ethics Training

THE BROWN ACT 6

- Violations
- Types of meetings
- Agendas
- Meeting Minutes
- Adding items to a future agenda

CONFLICT OF INTEREST 8

- Incompatible Activities
- Perceived Conflicts of Interest

COMMISSION ORGANIZATION 9

- Chair and Vice Chair
- Ad hoc Committees
- Commission Liaison assignments

MEETING PROCEDURES 10

- Rules of Order
- Consideration of agenda items
- Public comment
- Teleconferencing

DECORUM 11

TRAINING 11

CONCLUSION 12

TIPS SHEET FOR CHAIRS 13

INTRODUCTION

This manual functions as an introduction to service as a Commission or Committee member in Los Altos. For the purposes of this manual, the terms Commission member and Committee member are interchangeable. For those instances not covered in this manual, refer to the City Council Norms and Procedures and the Los Altos Municipal Code for additional guidance.

If there is any conflict between the rules set forth in this handbook and the Los Altos Municipal Code or the City Council Norms and Procedures, the Code and then the Norms and Procedures shall govern.

THE BASICS

Government in the City of Los Altos

The City of Los Altos operates under the Council-Manager form of government. The City Council sets policy for the City which is then carried out by the City Manager and staff.

Commissions are integral to the City’s commitment to developing policies which reflect the needs and values of the community. Commissions work closely with staff and the Council to carry out the duties and responsibilities assigned by Council.



Figure 1: City of Los Altos organization

City Council

The City Council is elected by registered voters of the City of Los Altos and serves as the ‘Board of Directors’ for the City. The Council is the legislative body of the City. It sets policy and establishes the City’s overall priorities, direction and financial plan. The Council appoints the City Manager, who is responsible for the administration of City business, and the City Attorney.

Council Liaison

The City Council relies upon the expertise and recommendations of the Commissions and Committees in advising the Council as it sets City policy. The Council liaison function serves to facilitate and enhance this work. Their principal function is to provide a wide range of information to the advisory body, such as information about Council discussions, policies and actions. This helps provide an historical perspective and thereby place their work in context. However, the Commissions and Committees should act independently in formulating recommendations for the City Council to consider. Therefore, it is inconsistent for Council liaisons to direct, guide or unduly influence the policy making work of the City's advisory bodies. Council liaisons are not required to attend their Commission or Committee meetings. Council liaisons will meet, at a minimum with the Commission Chair and Staff liaison once per year individually and once per year at the joint meetings of the City Council and the Commission. These meetings can be more frequent and will be based on the specific Commission.

Commissions/Committees

Members are appointed by a majority vote of the City Council to serve on Commissions and Committees to advise and make recommendations to the Council and staff. Commissions focus on specific policy issues and provide additional opportunity for community participation in decision making.

From time to time, there may be instances when staff's recommendations on an issue may differ from that of the Commission. If this occurs, staff will inform the Commission of this in advance of the Council meeting and both recommendations will be presented to the Council for consideration.

As appointees of the City Council, members of Commissions are public officials and are appointed to represent all residents of the City, not individual organizations or special interest groups. Care should be taken to ensure that viewpoints expressed as public officials are consistent with City Council policy and the position of the majority of the Commission. Minority opinions are allowed but Commissioners acting in the role of a Commissioner should support actions taken by a majority of the Commission.

Unless speaking as the official spokesperson for the commission at a City Council or other public forum, commissioners should begin all written or verbal comments with "I am a commissioner for the [insert commission name here], but I am speaking on behalf of myself and my own personal beliefs."

Each Commission is established by Chapter 2.08 of the Los Altos Municipal Code, which includes the powers and duties of each Commission. Committees, both standing and ad hoc, are created by Council action and typically are assigned to focus on a specific topic for a short duration. Ad hoc Committees (sometimes referred to as Task Forces) may include Commissioners.

Staff

The City Manager serves as the 'Chief Executive Officer' for the City and implements policy set by the City Council, manages the day-to-day affairs of the City, appoints and removes employees, prepares the budget, enforces laws and ordinances, and makes recommendations to the Council on the general welfare of the City. He/she hires professionally trained staff to assist in carrying out his/her responsibilities.

The City Manager assigns staff members to assist the various Commissions in carrying out their responsibilities. These staff liaisons, by virtue of their technical training

Role of Staff Liaison

- Attend all meetings of the Commission
- Prepare agendas in collaboration with the Chair
- Work with the Commission in the development of a work plan for the coming year and a summary of accomplishments for the previous year
- Research and prepare reports for the Commission, as is consistent with the work plan and/or Council direction
- Ensure agendas and reports are posted in compliance with State law and City protocols
- Prepare action minutes for approval by the Commission
- Prepare reports from the Commission to the Council, ensuring that reports represent the majority view and recommendation of the Commission
- Serve as the liaison between the Commission and City staff
- Submit all budget requests from Commissions to cover costs associated with accomplishing its mission as well as to attend training sessions related to accomplishing the work of the Commission
- Communicate directions from the City Council to the Commission
- Stay apprised of new laws and City protocols related to their assigned Commission or Commissions generally

Figure 2: Role of Staff Liaison

and experience, are competent to provide such assistance.

Commissions shall work closely with the staff liaisons; however, they do not have the authority to supervise or direct the work of staff.

Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head which oversees the assigned Staff Liaison.

MEETING DAYS AND TIMES

Regularly scheduled commission meeting days and times are established by the City Council. To facilitate and encourage public participation no commission meeting can be held during the same meeting time as a City Council meeting and commissions should strive to not have any overlapping commission meeting with another commission’s regular meeting. Additionally, commission meeting times are typically scheduled for later in the day to not impede on normal city business hours effectively ensuring services are available until the close of business each day.

Commission special meetings shall be held in accordance with the provisions of regularly scheduled meetings to not impede city services and operations.

With majority support of commission members any commission can request a change in the approved day and time for a commission regularly occurring meeting. A request for a change in meeting day and time shall be respective of city business hours to ensure that staff and services are provided throughout the day. Such request shall be included in an agenda report prepared by the staff liaison and placed on the Commission’s agenda as a Discussion Item.

A complete calendar of all regular commission meetings can be found on the City website.

COMMISSION WORKPLANS

When a commission workplan is necessary each commission shall discuss and prepare its annual work plan based upon the City Council annual priorities and budget, which shall be submitted and approved by the City Council. The work plan is a list of the anticipated topics, assignments and goals that the Commission will focus on over a 12-month period. From time to time the City Council may amend the approved commission work plan in order to achieve the goals of the city. Any requested modifications should be in line with the goals and objectives of the commission and the city.

MEMBERSHIP ON CITY COMMISSIONS

Unless otherwise directed, Commission members must be residents of the City of Los Altos. If, at any time during their term, a member moves to a principal residence outside the City, they shall become ineligible to continue as a member of that body and shall notify the Commission’s assigned staff liaison as soon as possible. It is expected that when a Commissioner moves to a principal residence outside the City, they will submit a letter of resignation to the assigned staff liaison and the City Clerk..

Members are appointed by and serve at the pleasure of the City Council. With the exception of Senior and Youth Commissioners, members serve for a term of four years and may serve a total of two, four-year terms, plus any portion of an unexpired term for which they have been appointed. Senior Commissioners may serve four, two-year terms. Youth Commissioner may serve two-year terms through the conclusion of their final year in high school.

No Commissioner shall serve simultaneously on two, separate Commissions. When a Commissioner ends their service on one Commission, the individual can then be appointed to a different Commission.

Ad hoc Committee members are appointed and shall serve until the task of the ad hoc committee has been completed at which time the Committee shall be disbanded. Council members and Commissioners may serve on ad hoc committees.

Two members of an immediate family, or persons residing in the same household, are not allowed to serve simultaneously on the same Commission or Committee, including ad hoc Committees. Immediate family members of City Council members are not eligible for appointment to any Commission or Committee during the term of the elected Councilmember.

Appointment

The City Council accepts applications for Commission positions during the formal recruitment period. Once per year in September, formal recruitments are conducted for those positions which are or will become vacant (including those for which an incumbent is eligible for reappointment). The City may conduct a recruitment for specific vacancies between formal recruitments if there is a vacancy that causes a commission to fall below quorum or at the direction of City Council after a request from a commission chair or commission liaison.

With the exception of the Youth Commission, all other commission recruitments will follow the same process. Youth Commission applicants are interviewed by the City Council Youth Commission Interview Committee which then makes appointment recommendations to the full City Council at a regular Council meeting.

The City Clerk announces that formal recruitment for commissioners is currently open so interested individuals should submit their application to the City for review. The City Clerk works with other City staff, City Council, and community groups to conduct as much public outreach as possible. This public outreach will include, but is not limited to posting on the City website, City social media, local newspapers, and email notifications to previous commissioners or applicants.

City Council may only review applications for appointment once the application period ends.

Interested applicants submit their complete application to City staff, where they will indicate their desired commission(s). City staff verifies that the individual lives within the City of Los Altos and may serve on the desired commission(s).

City Council holds one special meeting that will include interviews and voting on commissioners. All applicants are allotted the same amount of time to ensure that all candidates are given equal treatment.

After all interviews are completed, the City Council submits a ballot with their appointees.

Incumbent applicants will have their attendance record included as part of their application packet for review by the City Council.

Reappointment

Upon completion of the first four-year term, or an unexpired term, Commissioners shall notify the City Clerk that they have an interest in continuing on the commission and complete a new application for re-appointment to the Commission for another four-year term. In order to qualify for reappointment a Commissioner shall have met the minimum attendance requirements during the duration of their previous term. Commissioners requesting reappointment will be interviewed by the City Council. Reappointments will occur at the same time as new appointments to the Commission.

Upon completion of their service, Commissioners are encouraged to meet, either in person or by telephone, with the Council Liaison assigned to their respective Commission or another Councilmember. The purpose of this meeting is to provide Commissioners with a chance to offer feedback to the Council regarding their time on the Commission.

Resignation/Removal

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk.

Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendaize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

Commission Member Responsibilities

- Prepare for and participate in Commission meetings
- Attend at least 75% of regular meetings annually
- File Form 700 on time, if required
- Complete Brown Act Training within 60 days of beginning service
- Complete two hours of Ethics Training within 30 days of assuming office and every two years thereafter
- Attend Annual Commission Training upon appointment and every two years while seated as a Commissioner

Attendance and Participation

A majority of members is necessary to conduct business. As such, Commission members are expected to attend no less than 75% of the regularly scheduled meetings annually during their term of office. At the end of each year, the City Council reviews an annual attendance report for each Commission. A Commissioner may be removed for failing to attend the required minimum number of meetings or after a third consecutive absence. If a Commissioner must miss a meeting, they shall inform the staff liaison a minimum of two weeks notice prior to the regularly-scheduled commission meeting whenever possible. If a Commission meeting is cancelled due to a lack of quorum, that meeting will still be considered a regularly scheduled meeting for purposes of calculating attendance, and those members whose absence caused the cancellation shall be charged with an absence for that meeting.

Figure 3: Commission Member Responsibilities

Commissions benefit from the informed input of each member of the body. Each Commission member is expected to exercise judgment in formulating recommendations to the City Council. Members are expected to be prepared for meetings and to participate and vote on every issue before the Commission, unless they are legally prohibited from participating. Lack of preparation and participation can be grounds for removal from a Commission. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

Statement of Economic Interest

The Statement of Economic Interest (Form 700) is a form on which designated employees and officials disclose certain financial interests. State law dictates that members of the Planning Commission must

file Form 700s. In addition, the City identifies those positions which are subject to the City’s Bi Conflict of Interest Code. Those individuals appointed to positions identified in the Conflict of Interest Code are required to file Form 700s. Commission members not identified in the Conflict of Interest Code are not subject to these regulations.

Commissioners are responsible for ensuring that statements are filed properly and on time. For assistance in completing the forms, contact the City Clerk’s Office or the Fair Political Practices Commission (FPPC). Non-compliant Commissioners shall receive a letter from the City Clerk notifying them of their non-compliance and are subject to monetary fines. Continued non-compliance shall be grounds for removal from the Commission.

All statements filed are maintained in the City Clerk’s Office and are available for public review.

Type of Filing	Occurrence
Assuming Office	Within 30 days of assuming office
Annual	Each year on or before April 1
Leaving Office	Within 30 days of leaving office

Table 1: Deadlines for filing Form 700

Ethics Training

All those appointed by the Los Altos City Council to serve on Commissions shall complete at least two hours of public service ethics training every two years. New members must receive this training within 30 days of assuming office. Ethics training courses must have been reviewed and approved by the FPPC and the California Secretary of State. Members shall attend training sessions that are offered locally or by completing online training. Non-compliance shall be grounds for removal from the Commission.

It is the responsibility of a Commissioner to provide proof of completion of the ethics training program to the City Clerk. These documents are public records and are subject to public review.

The City Clerk provides periodic reports of Form 700 and Ethics Training compliance to the City Council. The Council may remove any non-compliant Commissioner.

THE BROWN ACT

The Ralph M. Brown Act (Brown Act) is the State of California’s open government law. Its purpose is to ensure that deliberations and actions of local agency bodies are open to the public and that there is meaningful public access to a local agency’s decision-making process. All City Commissions are subject to the Brown Act. Staff liaisons to Commissions are versed in the elements of the Brown Act and will help Commissioners understand their obligations related to the Brown Act. In addition, certain Ad Hoc subcommittees may be subject to the provisions of the Brown Act. Commissioners should consult with their staff liaison regarding questions of the Brown Act. Ultimately, it is up to the individual Commissioner to ensure that they are complying with the Brown Act.



Figure 4: Ralph M. Brown

A major element of the Brown Act relates to meetings of legislative bodies. A meeting is defined as the coming together of a majority or more of a particular body (also known as a quorum) where the business of that body is discussed. Meetings must be properly noticed and held in facilities that are open and accessible to all. All meetings must be held within the City of Los Altos. A discussion which occurs outside of a properly noticed meeting and which involves a majority or more of a body is a

violation of the Brown Act. This includes serial discussions which involve only a portion of the Commission, but eventually involve a majority. The two most common serial discussions are daisy chain and hub and spoke.

Daisy Chain

A daisy chain is when Member A contacts Member B who then contacts Member C who then contacts Member D and so forth, until a majority of members has discussed an item within the Commission's subject matter jurisdiction.

Hub and Spoke

A hub and spoke meeting is when one individual (the hub) contacts members individually (the spokes) until a majority has been achieved. The hub could be a Commissioner, staff member or member of the public.

To attempt to avoid serial meetings, emails from Commissioners that are intended for fellow Commissioners should be sent through the staff liaison. Commissioners should take care to not 'reply all' on emails.

Violations

Penalties for Brown Act violations can range from invalidation of an action taken to prosecution as a misdemeanor offense. In addition, there may be fines and/or attorney's fees associated with a violation of the Brown Act. Commissioners who violate the Brown Act may be subject to removal.

Whenever a questionable area arises, it should be brought to the attention of the City Attorney or City Clerk so that corrective actions or "cures" may be taken. Advice from the City Attorney or City Clerk should be followed completely to ensure all actions of the City comply with the Brown Act.

Types of meetings

There are two types of meetings which Commissions hold. The first, and most common, are regular meetings. These meetings are where a Commission accomplishes the vast majority of its work. Regular meeting days, times and locations are established by formal action of the Commission.

The second type are special meetings. A special meeting is any meeting held outside of the normal meeting day, time or location. Action may be taken at special meetings and agendas for those meetings should indicate the action recommended to be taken.

Special meetings may include study sessions. Study sessions are held to provide Commission members the opportunity to discuss and better understand a particular item. Generally, no action is taken at study sessions.

Agendas

The staff liaison, in collaboration with the Chair, is responsible for preparing all agendas of a Commission. All items of business that will be considered or discussed at a meeting shall be briefly described on the agenda. The description should define the proposed action to be considered so that members of the public will know the nature of the action under review and consideration. No discussion or action may be taken by a Commission on any item not on the agenda.

The Chair, or a majority of the Commission, may decide to take matters listed on the agenda out of the prescribed order.

All agendas and meeting materials are posted to the City’s website as set forth in the Brown Act and the City’s Open Government Policy. All Commissioners should sign up to receive meeting notices and associated agenda materials for their specific Commission through the City’s website.

Meeting Minutes

Written minutes of all regular and special meetings are kept as the official record of business transacted and are taken by the staff liaison. Minutes are modeled after the City Council form of minutes known as “action minutes” and include a record of the legislative actions from the meeting. They do not include summaries of comments or discussion made by Commissioners or members of the public. The staff liaison will endeavor to distribute draft minutes within 10 days of the meeting. Action minutes will state the text of a motion voted on by the Commission, the result of the vote, identify which Commissioners voted “aye”, “no”, abstained, recused, or were absent. Action minutes will also identify whether motion passed or failed.

Any document submitted at a meeting, whether by a member of the public or a Commissioner, becomes part of the public record. The staff liaison should make a notation on the document of the date it was submitted and file it with the meeting packet. The staff liaison is responsible for posting the materials received within 48 hours of the meeting to the City’s website and forwarding the material to the members of the commission.

Adding items to a future agenda

Commissioners may request that items be placed on a future agenda. This is done by requesting an item during the “Potential Future Agenda Items” portion of the meeting or by emailing a request to the staff liaison. Requests must be for items that are under the purview of the Commission. One less than a majority of members is required to place an item on an agenda. The staff liaison will work with the Chair to determine the best meeting to place an item on an agenda. Any background materials or information should be provided to the staff liaison for inclusion in the agenda packet. Future agenda items must be consistent with the Commission’s Approved Work Plan.

CONFLICT OF INTEREST

Commission members are subject to all aspects of the Political Reform Act. Commission members must not make, participate in making, or attempt to influence in any manner a governmental decision which he/she knows, or should know, may have a material effect on a financial interest.

It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest. The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.

A Commission member should disclose any perceived conflicts of interest prior to any discussion of the Commission. A Commission member should recuse themselves for a conflict of interest.

Incompatible Activities

Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.

Perceived Conflict of Interest

A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner’s private interests impact the official duties of the Commissioner, or influence his/her decision-making.

If a Commission member is appointed to an agency or body that has shared or overlapping subject matter, after their service on a City Commission has started, the Commission member will notify the Council liaison and staff liaison.

A Commission member who has a conflict of interest shall, immediately prior to the consideration of the matter, do all of the following: 1) publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address is not required; 2) recuse himself or herself from discussing and voting on the matter; and 3) leave the room until after the discussion, vote, and any other disposition of the matter is concluded. Notwithstanding this, a Commission member, not in the member's capacity as a Commissioner, may speak on the issue during the time that the general public speaks on the issue.

If a Commission member has obtained a letter or other documentation from the FPPC to discuss and vote on an item, then the member shall provide the letter to the staff liaison and the City Clerk upon receipt of the letter and disclose at the next Commission meeting the existence of the letter or other authorization, briefly describe the circumstances of why the member sought clarification, the basis for the FPPC's conclusion, and the file number or other unique identifier so that members of the public can request a copy from the FPPC. In addition, the member shall provide to the staff liaison a copy of the letter or other authorization no later than 24 hours after the meeting at which the letter or other authorization is disclosed, so that a copy may be forwarded to any member of the public who requests a copy.

COMMISSION ORGANIZATION

Each Commission consists of between five and seven members, except the Youth Commission which consists of eleven members. Each member has an equal voice and vote on the Commission.

Chair and Vice Chair

To facilitate meetings and the work of the Commission, each Commission appoints a Chair and Vice Chair from the members of the Commission. The positions of Chair and Vice Chair shall rotate annually. Selection of Chair and Vice Chair occurs at the first meeting in October. In the event of either's resignation or removal, the Commission shall elect another member to fill the remainder of the year. No member of a commission may serve consecutive terms as the chair, meaning that the chair must change annually.

The role of the Chair is to preside at Commission meetings and to run a timely and orderly meeting. The Vice Chair is to preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Commission may elect a Chair Pro Tem to conduct the meeting. It is incumbent upon the Chair to limit discussion and recommendations to those items on the agenda.

Ad Hoc Subcommittees

A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year. These Ad Hoc subcommittees are working bodies and may be responsible for generation of reports and analyses, which are reviewed by staff prior to distribution to the full Commission. Commissions shall not create standing committees.

In order to establish an Ad Hoc Subcommittee, the topic of the formation of the Ad Hoc Subcommittee must be posted and noticed on the regular agenda.

Commission members currently serving on a Ad Hoc Subcommittee are not eligible to serve on another Ad Hoc Subcommittee simultaneously.

The motion of establishment must include that the Ad Hoc Subcommittee:

- Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
- Consists of less than a quorum of the Commission,
- Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
- Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
- Will not be re-established or renewed in multiple years, and
- Is advisory in nature and is not established to work on an item where continuing jurisdiction exists.

In accordance with the Brown Act, Ad Hoc Subcommittees do not need to post notice of their meetings or hold meetings in public, unless directed to do so by the City Council.

Commission Liaison assignments

Commissions may assign individual Commissioners to act, by a majority vote, as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee. The work, findings, conclusions, and any updates of the liaison should be brought back to the Commission at a regularly scheduled meeting for a report or discussion and, if applicable, action. The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic.

In the event that a Commission is not able to select a Commission member as a liaison to another board, commission, or agency and a staff member cannot serve in that capacity, the Commission may recommend an individual resident to represent the Commission upon approval by the Commission and City Council.

MEETING PROCEDURES

All Commission meetings are open to the public and should be approached in a dignified, respectful manner. It is the responsibility of all Commissioners to treat their duties and obligations seriously and to ensure that all meetings are productive and further the mission of the City.

Rules of Order

Rosenberg’s Rules of Order, with addendums adopted by the City Council, govern the conduct of Commission meetings. Information regarding the *Rules of Order* can be obtained from the City Clerk’s Office.

Consideration of agenda items

The standard procedure for considering individual agenda items shall be as outlined in Figure 5. From time to time, the prescribed order may be changed.

Consideration of an agenda item

1. Presentation by Staff, Commissioner or Ad Hoc subcommittee
2. Commissioners ask clarifying questions
3. Members of the public are given an opportunity to speak on the item
4. Commissioners discuss the item
5. If needed, a motion is made upon which the Commission votes on

Figure 5: Procedures for considering agenda items

Official action requires a majority vote of the entire Commission/Committee, not just those present.

Public Comment

Persons present at Commission meetings may comment on any item on the agenda. To facilitate an orderly meeting, each speaker is requested, but not required, to complete a Request to Speak card for each item they wish to speak on before discussion on that item begins. To ensure that all are heard, speakers are typically given three minutes to speak on each item. If there are more than 10 requests to speak on an agenda item, the Chair may limit each speaker's time to two minutes.

The Chair has the right to ask a member of the public to step down from speaking if over the allotted time or if comments are not related to the topic at hand.

During regular meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment. The Commission may not discuss nor take action on any item raised during the Public Comments on Items not on the Agenda portion of the meeting.

Teleconferencing

Commission members may participate in meetings via teleconference in accordance with State law (Gov. Code sec. 54953 and AB 2449). Members participating via teleconferencing under AB 2449 (Just Cause or Emergency Circumstances) must participate via audio and visual methods. In all other circumstances, members participating via teleconferencing shall participate via audio and visual methods, when practical. Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances. All meetings of the Commission must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via teleconference, the Chair, or the Vice Chair if the Chair is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member.

DECORUM

Commissioners shall render the utmost courtesy to each other, the City Council, staff and members of the public. Commissioners may be subject to dismissal for failure to observe these standards.

Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to Commission members. Los Altos Municipal Code Chapter 2.05 – Public Meetings Rules for Conduct shall apply to all meetings. To provide an environment in which all viewpoints may be expressed, noise emanating from the audience, whether in opposition or support, shall not be permitted. Continual disruption of meetings by members of the public may be grounds for removal from the meeting.

TRAINING

Commissioners are expected to stay current on issues related to their service as a public official. Members are provided brief training following their appointment regarding their duties as a Commissioner and the Brown Act. Annual trainings are organized by the City Clerk and conducted by City staff to review roles and responsibilities and to provide information on any changes in laws or policies that may be relevant to conducting the work of the Commissions. Attendance at this training is required for all Commission members and staff liaisons. Individuals who are unable to attend the

training session will be required to watch the video of the training and certify that they have completed the training.

Members of Commissions are encouraged, within budget limitations, to attend training related to their area of responsibility. It is intended that such attendance will broaden a member's knowledge and increase awareness of current developments relating to relevant areas of responsibility. The City may cover costs of registration and certain travel expenses in accordance with the City's Travel and Expense Policy. Requests for use of City funds must be approved in accordance with City Policy.

CONCLUSION

The City Council and staff appreciate your service as a Los Altos Commission member. The time and energy you expend help to make Los Altos the wonderful community it is. If at any time during your service, you have questions or concerns, do not hesitate to contact your staff liaison who can help address any issue which may arise.

Tips for Chair (and Vice Chair)

(and anyone who may have to run a meeting)

The role of the Chair of a Commission is to preside at meetings and to help move the work of the Commission forward. The Chair (and Vice Chair) does not have any extra authority or power beyond that of his/her fellow Commissioners.

As Chair, you are responsible for conducting meetings of the Commission. It is important to limit discussion to those items on the agenda. For each agenda item, it is suggested that you follow this procedure:

1. Announce what the item being considered is
2. Ask if there is a report for the item – generally, this is provided by the staff liaison but occasionally may be provided by another Commissioner
3. Ask Commissioners if there are any clarifying questions
4. Take public comment – instructions for how to take public comment are included in the “Meeting Procedures” section of the Commission Handbook
5. Facilitate discussion among the Commission – it is important that each Commissioner is given equal chance to speak and express his/her opinion
6. After discussion of the item, ensure that a conclusion is reached – this can be in the form of a motion, direction provided to staff or an Ad Hoc subcommittee, decision to continue the item to a date certain or not certain, or to take no further action.

Applications

On occasion, a Commission may receive an application from a resident or community group which the Commission is to consider. In these instances, applicants are given a total of up to ten minutes to present their position/input prior to hearing other public comments. This is done after the staff has presented its report. After the applicant(s) has presented, public comment is taken from the audience. Following public comment, the applicant is given five minutes to provide a rebuttal to any issue raised during public comments.

Announcing votes

The Brown Act requires that all votes be clearly noted, both at the meeting and in the record. It is the Chair’s responsibility to ensure that the vote is noted during the meeting. This is done by announcing how each member voted on a particular issue. If the voting is unanimous, it is sufficient to state “passes unanimously.” The staff liaison will ensure that the minutes accurately reflect how each member voted on each issue.

Recess

It is customary to have a short recess two hours after the beginning of a meeting. The established hour after which no new items will be started is four hours after the beginning of the meeting. Remaining items, however, may be considered by consensus of the Commission/Committee.

ORDINANCE NO. 2023-493**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING LOS ALTOS MUNICIPAL CODE CHAPTER 2.08 AND CHAPTER
2.12 PERTAINING TO CITY COMMISSIONS GENERALLY AND THE
HISTORICAL COMMISSION**

WHEREAS, the City of Los Altos has guidelines for the 11 Commissions regarding their scope of work, number of Commissioners, and frequency of Commission meetings within Los Altos Municipal Code Sections 2.08 and 2.12; and

WHEREAS, during the City Council retreat on February 21, 2023, the Council received a presentation from staff highlighting that Los Altos, when compared to other cities in the county, has more Commissions, with more members, that meet more frequently than is average; and

WHEREAS, the City Council discussed each of the commissions during the Study Session on March 28, 2023 and provided direction, feedback, or general thoughts; and

WHEREAS, during the regular City Council meeting on April 25, 2023, City Council provided direction to City staff on the proposed changes; and

WHEREAS, this ordinance will amend Los Altos Municipal Code Sections 2.08 and 2 regarding the guidelines for commissions; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE: Chapter 2.08 of the Los Altos Municipal Code is hereby amended to read as follows:

2.08.010 Creation of commissions.

There are hereby established the following commissions in the city, with the following regular voting members:

- A. Complete streets commission: Seven (7) members
- B. Environmental commission: Seven (7) members;
- C. Financial commission: Seven (7) members;
- D. Historical commission: Five (5) members;
- E. Library commission: Five (5) members;
- F. Parks, arts, recreation and cultural commission: Seven (7) members;
- G. Planning commission: Seven (7) members;

- H. Youth commission: Eleven (11) members; from school grades nine (9) through twelve (12); and
- I. Senior Commission: Seven (7) members, age fifty-five (55) or older. Exceptions may be made for individuals with special skills which may benefit seniors.

2.08.020 Membership.

- A. All voting members shall be appointed by the council, with the following exceptions:
 - 1. Four (4) members of the library commission shall be appointed by the council and one (1) member of the library commission shall be appointed by the Town of Los Altos Hills city council; and
 - 2. Five (5) members of the senior commission shall be appointed by the council and two (2) members of the senior commission shall be appointed by the Town of Los Altos Hills City Council.
- B. All voting commissioners shall be residents of the city, except that:
 - 1. One (1) voting members of the library commission need not be a resident;
 - 2. One (1) voting members of the historical commission need not be a residents provided the criteria of Section 2.12.010 are met; and
 - 3. Two (2) voting members of the senior commission need not be residents.

2.08.030 Terms, appointments, and vacancies.

- A. Commissioners, with the exception of senior and youth commissioners, shall serve for a term of four (4) years and may be reappointed to one additional four-year term. Terms shall be staggered and expire on the last day of September. A commissioner shall be appointed by a majority vote of the Council and may be removed prior to the expiration of his or her term by a majority vote of the Council, and such removal may be with or without cause.
- B. Senior commissioners shall serve two-year terms with incumbents eligible to serve a total of four (4), two-year terms, in addition to an unexpired term. Terms shall be staggered and expire on the last day of September.
- C. Youth commissioners shall be appointed from school grades nine (9) through twelve (12) and shall serve two-year terms with incumbents eligible to reapply for appointment for terms through and including their senior year. Terms shall be staggered and expire on June 30th. The city council's youth commission interview committee shall interview commission applicants and recommend appointments.
- D. Except for Senior and Youth Commissioners, a commissioner appointed to fill an unexpired term may be eligible for reappointment to an additional two (2) terms.
- E. The two-term limit shall apply to consecutive terms only. After a lapse of two (2) years, a former commissioner may reapply for an appointment to any commission desired as a new applicant. The two-year lapse between appointments shall apply only to service on one commission. Upon leaving one commission, an individual may apply for an appointment to any other commission at any time.
- F. Appointments to each commission shall be made as terms expire or when unanticipated vacancies occur.

G. Vacancies on any commission shall be filled by a majority vote of the council, except that the Town of Los Altos Hills City Council may fill one vacancy on the library commission and two vacancies on the senior commission. An individual appointed to fill a vacancy prior to the expiration of the term for which his or her predecessor was appointed shall serve for such unexpired term.

2.08.040 Compensation

Commissioners shall serve without compensation. The council may approve reimbursement to commissioners of expenses incurred by them in their official capacity.

2.08.050 Organization

Annually, each commission shall elect one of its members as chair and one as vice-chair, each to serve a one-year term. Each commission shall provide the time, place, and manner for holding regular and special meetings. A majority of the authorized membership of a commission shall constitute a quorum of that commission. All meetings of the commission as a whole, or any standing subcommittees, shall be open to the public and noticed in accordance with State law.

2.08.060 Meetings

Each commission shall establish a regular meeting day and time and shall hold meetings as listed. All Commissions shall not hold regular meetings during the months of July and December.

- A. Complete Streets Commission: once monthly
- B. Environmental Commission: once monthly
- C. Financial Commission: twice quarterly
- D. Historical Commission: once quarterly
- E. Library Commission: every other month
- F. Parks, arts, recreation and cultural commission: once monthly
- G. Planning Commission: twice monthly
- H. Senior Commission: once monthly
- I. Youth Commission: once monthly

Any regular meeting may be cancelled in accordance with State Law.

2.08.070 Powers and duties of the planning commission.

The planning commission shall have those powers and duties given it by the State Planning Act (Title 7 of Chapter 3 of the Government Code of the state, commencing with Section 65100), as amended from time to time, and such other powers as granted it by the other provisions of this Municipal Code, or as may be entrusted to it by the council from time to time, and shall submit an annual report to the council.

2.08.080 Powers and duties of the library commission.

The library commission shall:

- A. Serve as the principal liaison between the City Council of Los Altos and Los Altos Hills and the Santa Clara County Library District, and the various community entities that help to fund the library branches, including, but not limited to, the North County Library Authority, the Los Altos Library Endowment and the Friends of the Los Altos Library;
- B. Review the Los Altos Library programs, services and facilities, and make recommendations to the Council, the City Manager and/or County and Community Librarians as appropriate, for additions or modifications thereof;
- C. Conduct community outreach regarding the library facilities, programs and services, and report back to the Council and/or the County and Community Librarians as appropriate;
- D. Perform such other tasks as may be expressly requested of it by the City Council;
- E. Serve as a forum for community input and engagement;
- F. Submit an annual report to the Council; and
- G. Perform other tasks and duties as assigned by the Council.

2.08.090 Powers and duties of the parks, art, recreation and cultural commission.

The parks, art, recreation and cultural commission shall:

- A. Submit an annual report to the City Council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
- E. Serve as a forum for community input and engagement; and
- F. Perform other tasks and duties as assigned by the Council.

2.08.100 Powers and duties of the historical commission.

The historical commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.

2.08.110 Powers and duties of the youth commission.

The youth commission shall act in an advisory capacity to the city council on matters relating to youth interests, youth concerns, and the need for outreach services.

2.08.120 Powers and duties of the environmental commission.

The commission shall:

- A. Submit an annual report to council providing an update on the implementation of the Climate Action and Adaptation Plan (CAAP) as well as updates on any relevant environmental policy or programs;
- B. Review and provide recommendations for the implementation of the CAAP, including prioritization of CAAP action items. Make annual recommendations for changes or updates to the Plan;
- C. Annually provide recommendations to the council that affect the natural and built environment to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.

2.08.130 Powers and duties of the financial commission.

The commission shall have those powers and duties entrusted to it by the council including:

- A. Annual review of the investment policy;
- B. Annual review of independent financial audit;
- C. Review of auditor selection process;
- D. Review of financial projections and assumptions. This especially relates to review of revenue projections provided in the annual mid-year report which are used biennially as the basis for the service and financial plan;
- E. Special projects as directed by the council, city manager or finance director; and
- F. Submission of an annual report to the council.

The financial commission provides resident input to the council and staff regarding financial policy issues, and promotes resident participation and understanding regarding the financial condition of the city.

2.08.140 Powers and duties of the senior commission.

The joint Los Altos/Los Altos Hills senior commission shall act in an advisory capacity to the council in all matters relating to senior interests and concerns, shall make recommendations aimed at improving the life of seniors, and shall submit an annual report to the council.

2.08.150 Powers and duties of the complete streets commission.

The Complete Streets Commissions shall:

- A. Submit an annual report to council providing an update on the implementation of the Complete Streets Master Plan (CSMP) as well as an update on any relevant transportation policy or programs;
- B. Review and advise on the implementation of the projects outlined in the CSMP;
- C. Annually provide recommendations to the council on transportation-related priorities to inform policy, budget, and CIP prioritization;
- D. Serve as a forum for community input and engagement; and
- E. Perform other tasks and duties as assigned by the Council.

2.08.160 Role of staff liaison.

The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.

2.08.170 Contract authority.

No commission shall have the power or authority to authorize the expenditure of city funds or to bind the city to any written or implied contract.

2.08.180 Adherence to City policies

Unless otherwise provided herein, Commissioners shall be bound by all City policies, including the Commission Handbook.

SECTION 2. AMENDMENT OF CODE: Chapter 2.12 of the Los Altos Municipal Code is hereby amended to read as follows:

2.12.010 Creation – Qualification and residency of members.

A historical commission consisting of five (5) unpaid members, with the following qualifications, shall be appointed by the city council:

- A. One (1) members who, by reason of training and experience, is (1) knowledgeable in the field of construction and structural rehabilitation, such as a licensed architect, engineer or contractor; or (2) social/architectural historian,

archeologist and/or urban planner. Such members must either reside or have a place of business within the city; provided, however, with the approval of the city council, any such members who does not maintain an office within the city may reside within the geographic area covered by the 94022 and 94024 U.S. Postal Service zip codes.

- B. Four (4) members appointed at large having demonstrated interest in preservation of the historic resources within the city. Such members must be residents of the city.
- C. The original appointment of members of the commission shall be as provided in Section 2.08.030 of this title.

The term of office of members of the commission shall be as provided in Section 2.08.030 of this title.

2.12.020 Organization.

- A. The commission shall elect annually one of its members to serve in the office of chair, and may elect such other officers from among its members as designated in its charter. Should a mid-year vacancy in any office occur, the commission shall elect a replacement officer at the next regular or noticed special meeting to serve until the next annual election of officers.
- B. The city manager, or his/her designee, shall appoint an individual to serve as liaison to each commission. The role of the staff liaison is to assist the commission in carrying out its responsibilities. Duties of the staff liaison shall include attending all meetings of the commission, preparing agendas in collaboration with the chair, ensuring agendas and reports are posted in compliance with state law and city protocols, researching and preparing reports for the commission, as is consistent with the work plan and/or council direction, preparing action minutes for approval by the commission, preparing reports from the commission to the council, serving as the liaison between the commission and other city staff, communicating directions from the city council to the commission, and staying apprised of new laws and city protocols related to their assigned commission or commissions generally.
- C. The historical commission shall meet quarterly, or more frequently upon call of the chair or commission staff liaison, as necessary. All meetings shall be open to the public and a public record shall be kept of all commission proceedings and actions.

A majority of commissioners shall constitute a quorum, with the chair having a vote. The city council shall prescribe rules and regulations for the conduct of its business, thereafter, giving the powers and authority to perform the duties hereinafter enumerated.

2.12.030 Powers and duties.

The historical commission shall be advisory only. It shall advise the city council, the planning commission and the agencies and departments of the city. The historical commission shall establish liaison and work in conjunction with such authorities to

implement the purposes of this chapter. The historical commission shall have the following powers and duties:

- A. Work with staff to review and make recommendations on changes to the historic resources inventory. To qualify for inclusion in the historic resources inventory, a property must satisfy the criteria listed in this chapter. The inventory shall be publicized and periodically updated, and a copy thereof shall be kept on file in the planning department;
- B. Recommend to the city council specific proposals for designation as an historic landmark or historic district;
- C. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation, and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
- D. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
- E. Review and comment upon all applications for building demolition involving work to be performed upon or within a designated historic landmark, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource;
- F. Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view and promote and conduct public information and educational programs pertaining to those resources;
- G. Submit an annual report to the City Council providing an update on the additions and deletions from the Historic Resources Inventory;
- H. Perform such other functions as may be delegated to it by resolution or motion of the city council;
- I. Cooperate with the association of the Los Altos historical museum;
- J. Submit an annual work plan to the city council; and
- K. Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170.

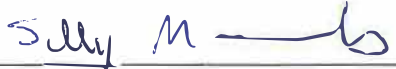
SECTION 3. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on May 23, 2023 and was thereafter, at a regular meeting held on June 13, 2023 passed and adopted by the following vote:

AYES: Dailey, Fligor, Lee Eng, Meadows, Weinberg
NOES:
ABSENT:
ABSTAIN:


Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

