

HISTORICAL COMMISSION  
2025 Work Plan

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
<p style="text-align: center;">Improve Awareness</p>	<p style="text-align: center;">Conduct the Margaret Thompson Essay Contest</p>	<p>Begins in December each year</p> <p>Ends in May each year</p>	<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 style="text-align: center;">In Progress</p>	<p>The Commission and staff in coordination with the Los Altos History Museum</p> <p>Commissioner (_____) is the primary commissioner assigned to work with staff</p>	<p>Coordinate outreach to Los Altos schools</p> <p>Receive and judge essay entries</p> <p>Administer the Ice Cream Social to recognize winners</p>
<p style="text-align: center;">Improve Awareness</p>	<p style="text-align: center;">Conduct the Historic Plaque program</p>	<p>Begins in December each year</p> <p>Ends in May each year</p>	<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 style="text-align: center;">In Progress</p>	<p>The Commission in coordination with City staff. Commissioner (_____) is the primary commissioner assigned to work with staff</p>	<p>Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque</p> <p>Coordinate the ordering of plaques for historic resource properties</p>

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						Commissioner coordinates event, with the historic museum
Improve Infrastructure	Rehabilitation of the Historic Landmark Apricot Orchard	No Due Date, the Goal is implemented year-round	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.	In Progress	The Commission in coordination with City staff	Coordinate informational reports and presentations from the Los Altos History Museum Orchard Commons Committee.
Review Historic Preservation Entitlements	Process and evaluate applications for, historical alteration permits or advisory review, historic landmark designation or historic resource designation and Mills Act applications	No Due Date, the Goal is implemented year-round	The priority is related to the Historic Commission's purpose to (1) Safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history; and (2) encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and	In Progress	The Commission in coordination with City staff	Evaluate and respond to applications for historic designation, as well as applications for permits related to historic alteration and historic advisory reviews. (All Commissioners

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	Facilitate a forum for public discourse on the preservation of the City's heritage		sense of identity based upon the recognition and use of the City's historic resources.			
Improve Awareness	Historic Preservation Award	Begins in December each year  Ends in May each year	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	In Progress	The Commission in coordination with City staff.  Commissioner (_____) is the primary commissioner assigned to work with staff.	Coordinate outreach by publicizing the historic preservation award (staff)  Review nominations and vote on the historic preservation award recipient (All Commissioner

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<p>Improve Compliance with City program</p>	<p>Complete Quinquennial Inspections of Mills Act Properties</p>	<p>Begins in December each year  Ends in May each year</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>In Progress</p>	<p>The Commission in coordination with City staff.  Commissioner (_____) is the primary commissioner assigned to work with staff</p>	<p>Review staff's ongoing efforts on Mills Act compliance.  Staff to provide annual report to the Historical Commission in the Spring.</p>
<p>Maintain Compliance with Certified Local Government Status</p>	<p>Complete Certified Local Government Report</p>	<p>April each year</p>	<p>The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design &amp; Historic Resource Element of the General Plan.  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</p>	<p>In Progress</p>	<p>The Commission in coordination with City staff</p>	<p>Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair  Historical Commission reviews and approves CLG annual report (All Commissioners)  Actively pursue historic education and training opportunities</p>

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			consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan			(All Commissioners
Foster Partnership with Los Altos History Museum	<p>Hold an annual joint meeting with the Museum Board of Directors</p> <p>Seek opportunities to partner with the Museum on historic education and outreach</p>	Summer each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the.	In Progress	The Commission in coordination with City staff	<p>Coordinate the annual joint meeting with the Museum Board of Directors</p> <p>Actively coordinate with the Los Altos History Museum on current and future education and outreach programs</p> <p>Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival</p>

Goal	Projects	Target Date	City Related Priority	Status	Assignments	
Advocate for Good stewardship of city-owned historic properties	Evaluate the current status of city-owned historic properties.	No Due Date, the Goal is implemented year-round	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.	In Progress	The Commission	Evaluate the current status of city-owned historic properties.