

Certified Local Government Program -- 2023-2024 Annual Report

(Reporting period is from October 1, 2023, through September 30, 2024)

INSTRUCTIONS: This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to info.calshpo@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

Name of CLG

City of Los Altos

Report Prepared by: Sean Gallegos, Senior Planner

Date of commission/board review: January 27, 2025

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year?

REMINDER: Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

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

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2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

https://library.municode.com/ca/los_altos/codes/code_of_ordinances?nodetid=TIT12BUCO_CH12.44HIPR

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2023 – September 30, 2024, what properties/districts have been locally designated?

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

Reminder: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed	Reason
None	<u>N/A</u>	<u>N/A</u>

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?

No
 Yes, it is included in another element.

Yes, in a separate historic preservation element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element.

https://www.losaltosca.gov/sites/default/files/fileattachments/community_development/page/39021/communitydesignhistoricresourceselement.pdf

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D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

All projects subject to design review go the commission.

Some projects are reviewed at the staff level without commission review.

What is the threshold between staff-only review and full-commission review?

2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government.

The majority of projects that are reviewed by the Historical Commission are exempt from CEQA review. For a project that is subject to CEQA review and listed in the City's Historical Resources Inventory, an initial study of environmental effects would be required. The Historical Commission would review the project prior to the start of the initial study and the Commission's input would be incorporated into the initial study as applicable.

- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government.

The majority of projects that are reviewed by the Historical Commission are exempt from CEQA review. For a project that is subject to CEQA review and listed in the City's Historical Resources Inventory, the Historical Commission would review the CEQA documents and provide comments, if any, prior to the CEQA documents reviewed by the City Council.

3. Section 106 of the National Historic Preservation Act

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government.

Staff would take the lead on providing any input on Section 106 documents and, if appropriate and/or required by City Ordinance, seek input from the Historical Commission.

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- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?

Staff would take the lead on providing any input on Section 106 documents and, if appropriate and/or required by City Ordinance, seek input from the Historical Commission.

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Jonathan Adams	Accountant	October 2022	September 2026	leadams@sonic.net
Russell Bartlett	Aerospace (retired)	October 2020	September 2024	bartlettjr@gmail.com
Liza Coe	Aeronautics and Planetary Science	October 2022	September 2026	liza.coe55@gmail.com
Larry Lang	Start-Up CEO	October 2020	September 2024	llang@larrylang.net
Kirk B. Paige	Senior Technologist with the City of Palo Alto	October 2020	September 2024	oh_bother@pacbell.net

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided.

The Los Altos Historical Commission currently has no qualified professionals as commissioners. Since Los Altos is a smaller community and the Commission is filled by volunteers, it is always a challenge to recruit qualified professionals to sit on the Historical Commission. However, it should be noted that while the other members of the Commission are not technically “professionals”, they include real estate professionals, professors, and local residents; all of whom have a professional understanding about various aspects of historical preservation and contribute valuable insight and knowledge into the historic review process. For all projects reviewed by the Historical Commission, the Commission requires the preparation of professional historic reports (i.e. Secretary of the Interior Standards for Rehabilitation Evaluations, Historic Resource Evaluation, etc.) by qualified historic professionals to evaluate historic applications consistent with the Historic Preservation

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Ordinance and the California Environmental Quality Act." Historic professionals must meet the Professional Qualification Standards from the National Parks Service.

- If all positions are not currently filled, why is there a vacancy, and when will the position be filled?

The Historical Commission did not have vacancies during the reporting period.

B. Staff to the Commission/CLG staff

- Is the staff to your commission the same as your CLG coordinator? Yes No
- If not, please provide the Commission staff member's contact information.
- If the position(s) is not currently filled, why is there a vacancy?

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Sean Gallegos, Senior Planner	Urban Planning and Architecture	Development Services Department, Planning Division	sgallegos@losaltosca.gov

C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Jonathan Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russell Bartlett	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liza Coe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Larry Lang	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Kirk B. Paige	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: It is a CLG requirement that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Jonathan Adams	No Training	Type here.	Type here.	Type here.
Russell Bartlett	No Training	Type here.	Type here.	Type here.
Liza Coe	No Training	Type here.	Type here.	Type here.
Larry Lang	No Training	Type here.	Type here.	Type here.
Kirk B. Paige	No Training	Type here.	Type here.	Type here.

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

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

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Context Name	Description	How it is Being Used	Date Submitted to the OHP
N/A	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

B. New Surveys or Survey Updates (excluding those funded by the OHP)

Note: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to the OHP
N/A	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

Explain how you are using the survey data: Type here.

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date
40 th Annual Margaret Thompson Essay Contest	The contest was open to students in grades third through sixth and essays were submitted by 300 students from eight Los Altos schools. The essay contest theme for the 2023 Essay Contest is "A Path to Conservation Inspired by Wallace Stegner." Wallace Stegner was at the forefront of the modern conservation movement. He was a visionary who understood how important wilderness is to human beings. Mr. Stegner brought awareness	Type here.

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Item or Event	Description	Date
	<p>locally, nationally, and globally to the importance of the environment and conservation. In 1962, he co-founded Green Foothills, a local environmental organization, which led to the development of MidPeninsula Regional Open Space and their work in preserving wilderness areas and natural open spaces for all to enjoy.</p> <p>The essay writers were asked to visit the Museum grounds anytime to view this outdoor exhibit by March 5. The exhibit begins in front of the J. Gilbert Smith House. Learn about the impact Wallace Stegner had on the conservation movement as you stroll the Museum grounds and access photos, videos, and audio recordings via QR codes on your electronic device.</p> <p>In this essay, each student was to write about their family's pathway to California. To begin, each student was to have a conversation with family members about their journey to California. This may require information from your mom/dad, a grandparent, another close relative, or you if you moved to California yourself!</p>	

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2023 – September 30, 2024) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
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Historic Resource Inventory	None
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A. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? Yes No

2. If yes, how many properties have been added to your register or designated from October 1, 2023, to September 30, 2024?

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a Mills Act program? Yes No

2. If yes, how many properties entered into a contract from October 1, 2023, to September 30, 2024?

Name of Program	Number of Properties Added During 2023-2024	Total Number of Properties Benefiting From Program
Mills Act	1	15

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

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No

2. If yes, how many properties have been assisted under the program(s) from October 1, 2023, to September 30, 2024?

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

E. Design Review/Local Regulatory Program

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1. During the reporting period (October 1, 2023 – September 30, 2024) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? Yes No

2. If yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2023, to September 30, 2024? Seven

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2023 – September 30, 2024) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No

2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2023, to September 30, 2024?

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

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

- Whether or not you were able to participate in any of the free CAMP trainings in 2023-2024, would you like to see the OHP fund CAMPs from the NACP in the future?

Yes. We would appreciate the OHP funding the NACP CAMPs (Commission Assistance and Mentoring Program), which are essential training workshops tailored to provide education, resources, and mentorship to local historic preservation commissions, staff, and related stakeholders.

- What are your top three topics for future training provided by the OHP?
 - 1) A Commission specific training for the Secretary of the Interior Standards for Rehabilitation.
 - 2) A Commission specific training to guide the Historical Commissioners on evaluating or reviewing Historic Resource Evaluations and/or DPR forms 523A and 523B.

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- 3) Legal and Ethical Responsibilities of Historic Preservation Commissions with a focus on understanding local, state, and federal preservation laws (e.g., Section 106 of the National Historic Preservation Act). Additionally, the training should cover procedural requirements, legal compliance in decision-making, and avoiding conflicts of interest.

XII Attachments (electronic)

- Minutes from commission meetings

Email to: info.calshpo@parks.ca.gov