

HISTORICAL COMMISSION
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 Lang) • 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 Lang) <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>

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2) Implement the Historic Plaque Program	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> • Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque • Coordinate the ordering of plaques for historic resource properties • Report to the HC for the plaque program update of 2024. • If there is an event, contact the historic museum and HC for the event details. • Museum the installation of historic landmark plaques in the City’s Historic Landmark Orchard 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	The Historical Commission is currently administering the project.
3) Review Ongoing Efforts to preserve the Historic Landmark Apricot Orchard	<ul style="list-style-type: none"> • Receive an informational report from the Orchard Commons Committee on the rehabilitation of the Historic Landmark Apricot Orchard. 	<ul style="list-style-type: none"> • Coordinate informational reports and presentations from the Los Altos History Museum Orchard Commons Commission (Commissioner Lang) 	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,s.	The Historical Commission is actively administering the project.

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<p>4) Provide a venue for public engagement regarding the city's heritage by safeguarding historic resources.</p>	<ul style="list-style-type: none"> • Process and evaluate applications for historic landmark designation or the listing of a historic resource in the historic resources inventory. • Receive and Review applications for historical alteration permits or advisory review. • Facilitate a forum for public discourse on the preservation of the City's heritage. 	<ul style="list-style-type: none"> • Evaluate and respond to applications for historic designation, as well as applications for permits related to historic alteration and historic advisory reviews. (All Commissioners) 	<p>Year-round</p>	<p>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 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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5) Administer the annual Historic Preservation Award	Review nominations, hear testimony, and hold a vote to determine the award recipient	<ul style="list-style-type: none"> • Coordinate outreach by publicizing the historic preservation award (staff) • Review nominations and vote on the historic preservation award recipient (All Commissioners) <p>Implementation:</p> <ol style="list-style-type: none"> 1. Update the Los Altos Historic Preservation Award Website 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. Agendized 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 	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City’s historic resources.	The Historical Commission is actively administering the project.

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6) Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos	Review Mills Act agreements for compliance.	<ul style="list-style-type: none"> Review staff's ongoing efforts on Mills Act compliance (Commissioner Lang) Staff to provide annual report to the Historical Commission on October 28, 2024 	<ul style="list-style-type: none"> Begins in September each year Ends in November each year 	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.	The Historical Commission is initiating its administration of the project.
7. Maintain the City's Certified Local Government Status	Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation	<ul style="list-style-type: none"> Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair) Historical Commission reviews and approves CLG annual report (All Commissioners) 	The Historical Commission approves the CLG in April.	The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan.	The Historical Commission is actively administering the project.
	Seek historic education opportunities, with a focus on the local community activities and educational opportunities,	<ul style="list-style-type: none"> Actively pursue historic education and training opportunities (All Commissioners) 	<ul style="list-style-type: none"> Begins in October Ends in September 		

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8. 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>	<ul style="list-style-type: none"> • Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Lang) • 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. 	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.
9. Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> • Develop a brochure for the Historical Plaque program houses and orchard in coordination with the Los Altos History Museum (All Commissioners) 	<ul style="list-style-type: none"> • Begin in November • End in January 	The City priority is related to the Historic Commission’s purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	Pending

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10. Advocate for good stewardship of city-owned historic properties	Evaluate the current status of city-owned historic properties.	<ul style="list-style-type: none"> Evaluate the current status of city-owned historic properties. 	Ongoing - (All Commissioners)	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.	Ongoing