

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: • 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. 			
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		<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.
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		(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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5. 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) 	<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. 	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.
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6. 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 January.	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 and training opportunities, with a focus on the local community activities and	<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.
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	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.
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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.

10. 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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11. 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

