

**MINUTES OF THE SPECIAL MEETING OF THE HISTORICAL COMMISSION OF
THE CITY OF LOS ALTOS, HELD ON MONDAY, DECEMBER 11, 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, and Lang

ABSENT: Commissioner Paige

PUBLIC COMMENTS

No public comments.

ITEMS FOR CONSIDERATION/ACTION

1. Election of Chair and Vice-Chair
Nominate and elect members to serve as Chair and Vice Chair

Public Comment

No public comment.

Action: Upon a motion by Commissioner Adams, the Commission moved to elect Commissioner Adams as the new Historical Commission Chair for a term ending on the first meeting of September 2024.

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

Action: Upon a motion by Commissioner Coe, the Commission moved to elect Commissioner Coe as the new Historical Commission Vice-Chair for a term ending on the first meeting of September 2024.

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

CONSENT CALENDAR

2. Historical Commission Minutes
Approve minutes of the regular meeting of April 19, 2023, April 24, 2023 and September 25, 2023

Action: Upon a motion by Commissioner Lang, seconded by Commissioner Adams, the Commission moved to approve the minutes of April 19, 2023, April 24, 2023 and September 25, 2023 with two corrections to the September 25, 2023 minutes 1) the minutes should be corrected to state that “Chair Lang stated for the record that the Historical Commission urges the City Council to have an open mind and to give consideration to facilitating the need to work with the existing structure and preserve its historic status. for January 23, 2023” and 2) The permit number

referenced in the motion should be HPA23-001.

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

DISCUSSION

3. Consider the Historical Commission Schedule for 2024

Public Comment:

None

The Commission discussed the Schedule for 2024.

Action: Upon a motion by Commissioner Lang, seconded by Commissioner Coe, the Commission moved to approve a meeting schedule with meeting dates occurring on January 22, 2024, April 15, 2024, August 19, 2024, and October 28, 2024.

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

4. Preparation for Work Plan and Joint Meeting

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

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 approve the work plan with the following comments and revisions:

- 1) For Goal 1 (Administer the annual Margaret Thompson Essay Contest), the work plan shall be revised to show Commissioner Lang is assigned to oversee the work plan item.
- 2) For Goal 2 (Implement the Historic Plaque Program), Commissioner Lang will work with the History Museum for a tentative date in May 2024 for an event for the Historic Plaque program at the History Museum.
- 3) For Goal 3 (Administer the preservation and interpretation of the Historic Landmark Apricot Orchard), the goal is modified to “Review Ongoing Efforts to preserve the Historic Landmark Apricot Orchard” with the Commission’s assignment to “coordinate informational reports and presentations from the Los Altos History Museum Orchard Commons Committee on the status of rehabilitation efforts of Historic Apricot Orchard.”
- 4) For Goal 4 (Provide oversight for the ongoing effort to preserve the Halsey House, a City Historic Landmark), the goal is deleted from the work plan.
- 5) For Goal 6 (Review the ongoing staff efforts to ensure the Mills Act is advancing the preservation of historic properties in Los Altos), an assignment shall be added for staff to provide annual report to the Historical Commission on October 28, 2024.
- 6) A new goal was added to “Provide a venue for public engagement regarding the city's heritage by safeguarding historic resources.”
- 7) The overall work plan shall be revised to correct typographical errors in the document.

- 8) The commission determined their topics of discussion at the Council joint meeting will be the work plan and also a discussion of historic nature of reports and properties, and how the town came about.

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

INFORMATIONAL ITEMS

5. Commission Handbook and Commission Power and Duties

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

Staff provided updates on the final Commission Handbook, and the edited version of the Powers and Duties for the Commission.

6. Monthly Staff Report

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

COMMISSIONERS' REPORTS AND COMMENTS

None

ADJOURNMENT

Chair Adams adjourned the meeting at 8:49 p.m.

Sean Gallegos
Staff Liaison