

# 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 [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@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

Town of Los Gatos

**Report Prepared by:** Sean Mullin

**Date of commission/board review:** October 2023 – September 2024

## MINIMUM REQUIREMENTS FOR CERTIFICATION

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

#### A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

**REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

None.

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

[https://library.municode.com/ca/los\\_gatos/codes/code\\_of\\_ordinances?nodeId=CO\\_CH29ZORE\\_ARTVIIIIOVZOHIPR](https://library.municode.com/ca/los_gatos/codes/code_of_ordinances?nodeId=CO_CH29ZORE_ARTVIIIIOVZOHIPR)

#### B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

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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
Type here.	Type here.	Type here.	Type here.

**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
14340 Browns Lane	9/25/2024	Presumptive Historic pre-1941 properties found to have no historic significance.
15116 Blossom Hill Road	9/11/2024	
32 Euclid Avenue	6/26/2024	
48 Chestnut Avenue	4/24/2024	
14184 Shannon Road	3/20/2024	
14335 La Rinconada Drive (Parcel 1)	2/28/2024	
18 Oak Hill Way	2/28/2024	

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## C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?  No  
 Yes, in a separate historic preservation element.  Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. <https://www.losgatosca.gov/2138/General-Plan>

## 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 committee review. What is the threshold between staff-only review and full-commission review? Work on listed historic resources properties, including properties in historic districts, is required by ordinance to be reviewed by the Historic Preservation Committee (HPC). Pre-1941 structures are presumptive historic resources unless determined not to be significant. Proposed demolitions of presumptive and listed historic resources are reviewed by the HPC. Exterior alterations to presumptive historic resources are reviewed by staff and referred to the HPC for comment on a discretionary basis.

### 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? HPC reviews proposed demolition and/or potentially adverse alterations to listed and presumptive historic resources to provide input to CEQA documents prepared for the Town.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? Staff reviews CEQA documents based on designation or input from the HPC.

### 3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? Staff would provide input and forward to HPC to provide input to Town officials when applicable.

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- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? HPC would provide input to Town officials when applicable.

## **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
Jeffrey Barnett	Attorney, Planning Commissioner	January 2024	December 2024	[REDACTED]
Susan Burnett	Masters in Nursing, Planning Commissioner	July 2022	December 2025	[REDACTED]
Barry Cheskin	Retired CEO	January 2021	December 2024	[REDACTED]
Adam Mayer	Architect	January 2024	July 2024	[REDACTED]
Martha Queiroz	Interior Designer	January 2023	December 2026	[REDACTED]
Lee Quintana	Planner, City of San Jose (retired) Former Los Gatos Planning Commissioner	June 2023	December 2027	[REDACTED]
Steven Raspe	Attorney, Planning Commissioner	January 2020	December 2025	[REDACTED]

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. *N/A*
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? *N/A*.

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## B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator?  Yes     No    If not, who serves as staff? [Click or tap here to enter text.](#)
2. If the position(s) is not currently filled, why is there a vacancy? N/A

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Jennifer Armer, AICP, Planning Manager	BA Computer Science and Architecture; Masters in City and Regional Planning	Community Development Department (CDD)	<a href="mailto:jarmer@losgatosca.gov">jarmer@losgatosca.gov</a>
Sean Mullin, MUP, AICP, Senior Planner	BA Geography; Masters in Urban Planning	Community Development Department (CDD)	<a href="mailto:smullin@losgatosca.gov">smullin@losgatosca.gov</a>
Erin Walters Senior Planner	BS, Landscape Architecture Masters, Urban Planning	Community Development Department (CDD)	<a href="mailto:ewalters@losgatosca.gov">ewalters@losgatosca.gov</a>

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## C. Attendance Record

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

Commissioner/Staff	2023			2024										
	Oct	Nov	Dec	Jan	Feb	Mar 13	Mar 27	Apr	May	Jun	Jul	Aug	Sep 11	Sep 25
Planning Commissioner, Jeffery Barnett				C						C		C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planning Commissioner, Vice Chair Susan Burnett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chair Barry Cheskin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planning Commissioner Adam Mayer				C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C		
Committeemember Marth Queiroz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Committeemember Lee Quintana	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planning Commissioner Steve Raspe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C						C		C		
Jennifer Armer, Planning Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Mullin, Senior Planner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Erin Walters, Senior Planner				C						C		C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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## D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is 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
Sean Mullin	A New Era of Downtown Opportunity: The Intersection of Housing and Innovation	1 hour	Planetizen	Oct 2023
Type here.	Type here.	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 OHP)

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

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

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## B. New Surveys or Survey Updates (excluding those funded by 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 OHP
N/A	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? N/A

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

### A. Public Education

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

Item or Event	Description	Date
Town of Los Gatos website	Town history: <a href="http://www.losgatosca.gov/index.aspx?NID=1822">http://www.losgatosca.gov/index.aspx?NID=1822</a>	On-going
Hooked on Los Gatos	Historic Preservation: <a href="http://www.losgatosca.gov/index.aspx?NID=190">http://www.losgatosca.gov/index.aspx?NID=190</a>  The Los Gatos Library and History Museum of Los Gatos maintain a web-site that provides digitized images of over 5,000 photographs, maps, death records, minutes, letters, advertisements, postcards and family archives. <a href="https://www.losgatosca.gov/1471/Local-History">https://www.losgatosca.gov/1471/Local-History</a>	On-going

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## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

**NOTE: OHP will forward this information to NPS on your behalf. Please read “Guidance for completing the Annual Products Report for CLGs” located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).**

### A. CLG Inventory Program

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. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added

### B. 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 the answer is yes, then how many properties have been added to your register or designated from October 1, 2023-September 30, 2024? 1 (see A.)

### C. Local Tax Incentives Program

1. During the reporting period (October 1, 2023-September 30, 2024) did you have a Local Tax Incentives Program, such as the Mills Act?  Yes  No

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2. If the answer is yes, how many properties have been added to this program from October 1, 2023-September 30, 2024? N/A

Name of Program	Number of Properties Added During 2023-2024	Total Number of Properties Benefiting From Program
Type here.	Type here.	<i>Click or tap here to enter text.</i>

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

1. Duuring 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 the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2023-September 30, 2024? N/A

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

**E. Design Review/Local Regulatory Program**

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 the answer is 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-September 30, 2024? 34

**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

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

Name of Program	Number of Properties that have Benefited
N/A	Type here.

**IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS**

- A. What are your most critical preservation planning issues? Preservation, rehabilitation, and re-use of historic resources.
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community?  
 Providing preservation input to the General Plan Update Advisory Committee regarding revisions to the Environment and Sustainability, Land Use, and Community Design Elements of the Draft General Plan 2040. Providing useful direction regarding rehabilitation and re-use of historic resources.
- C. What recognition are you providing for successful preservation projects or programs? None at this time.
- D. What are your local historic preservation goals for 2022-2023? To continue to provide useful direction regarding rehabilitation and re-use of historic resources; Discuss contributing structures; Consider review of Los Gatos Preservation/Rehabilitation Guidelines.
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? Type here.

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F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
	Type here.

G. Would you be willing to host a training working workshop in cooperation with OHP?  Yes  No

H. Is there anything else you would like to share with OHP? *Click or tap here to enter text.*

## **XII Attachments (electronic)**

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)