



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/02/2025

ITEM NO: 20

DATE: November 26, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Discuss a Letter from the Historic Preservation Committee to the Town Council Regarding Future Historic Preservation Workplan Items and Provide Direction to Staff**

RECOMMENDATION: Discuss a Letter from the Historic Preservation Committee to the Town Council Regarding Future Historic Preservation Workplan Items and Provide Direction to Staff.

FISCAL IMPACT:

This discussion has no fiscal impact.

STRATEGIC PRIORITY:

This discussion supports the Town's core goal of Community Character and the strategic priority to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element.

BACKGROUND:

At its meeting on September 24, 2025, the Historic Preservation Committee (Committee) discussed several historic preservation topics at the request of the Committee Chair, with the goal of identifying potential items for inclusion in a letter to the Town Council regarding future work plan priorities. The Committee reached consensus on a number of topics to be included in the letter, and the Chair requested that a final draft be returned to the Committee for formal adoption.

On November 19, 2025, the Committee discussed the final draft of the letter to the Council and voted unanimously to adopt the letter.

PREPARED BY: Sean Mullin, AICP
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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Regarding Future Historic Preservation Workplan Items and Provide Direction
to Staff

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This letter is being presented to the Council for discussion and consideration at the request of the Mayor.

DISCUSSION:

The Historic Preservation Committee typically has not had a separate work plan as the Town Code prescribes an existing workload of items for their consideration. Per Section 29.80.227 of the Town Code, the powers and duties of the Committee include the following:

1. Regularly review and make recommendations to the Planning Commission concerning the determination of all matters pertaining to historic preservation which comes before the Planning Commission.
2. Review and make recommendations to the Planning Director concerning the determination of a minor residential development permit for properties with a LHP overlay zone or structures which were built prior to 1941.
3. Review and make recommendations to the Planning Director concerning minor residential and commercial exterior alterations not covered under the architecture and site approval process or the minor residential development permit, for designated properties with a LHP overlay zone pursuant to subsection 29.20.485.
4. Upon request of the Planning Director, review pending or proposed building permits dealing with historic structures when it is questionable that the work proposed meets the guidelines for pre-1941 structures.
5. May, on request of the property owner, advise with respect to any proposed work requiring or not requiring a Town permit on any historic structure, a designated landmark site or in a designated historic district. Examples of the work referred to are additions, demolitions, painting and repainting of exterior surfaces, roofing, fencing, landscaping, glazing, and installation of lighting fixtures. In advising, the Historic Preservation Committee shall be guided by the purposes and standards specified in this division and other applicable ordinances and/or development standards. This subsection does not impose regulations or controls on any property.
6. Review and make recommendations to the Planning Director on requests for removal of a pre-1941 property from the Historic Resources Inventory.

Town commissions, committees, and boards serve at the pleasure of the Council, and any work plans are established by Council direction. The Committee's letter outlines several potential work plan items for consideration (Attachment 1). The topics included in the proposed historic preservation workplan would require review and consideration by the Historic Preservation Committee, Planning Commission, and Town Council. It is not meant to be limited to the Historic Preservation Committee since it addresses the Town's approach and regulations of historic preservation in the Town.

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Staff seeks Council guidance on which items the Council is interested in exploring. Clear direction from the Council will help ensure alignment with Council priorities, efficient use of the Committee's time, adequate staff support, and appropriate consideration of budgetary impacts. As this is being agendized outside of the regular work plan cycle, staff has not yet had the opportunity to evaluate these items and the impacts may be broad reaching. Once Council provides guidance on items of interest, staff will evaluate the items for impacts for Council's further consideration, including staffing and budgetary resources.

CONCLUSION:

Staff looks forward to the Council's discussion on these topics. Additionally, staff will be prepared to discuss the next potential steps based on the Council's direction.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENTS:

1. Letter to the Town Council Regarding Future Historic Preservation Committee Workplan Items