



# Historic Resources Board

## Staff Report (ID # 12385)

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**Report Type:** Action Items **Meeting Date:** 6/24/2021

**Summary Title:** HRB Work Plan Report

**Title:** Discuss the Historic Resources Board's (ARB) Draft Work Plan Shared With the City Council

**From:** Jonathan Lait

### Recommendation

Staff recommends that the Historic Resources Board (HRB) receive the 2021-22 work program report.

### Report Summary

The City Council packet for June 21 included a work program report for the City's boards, commissions and committees (BCC), consent calendar item 17. The work programs included a program for the HRB, found on packet page 38 of ID #12346, here:

<https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmrs/2021/id-12346.pdf>

### Background

Earlier in 2021 staff presented to the HRB a workplan associated with the CLG (Certified Local Government) annual report. On November 30, 2020, the City Council adopted a new City Boards, Commissions, and Committees Handbook (can be found [online <https://www.cityofpaloalto.org/files/assets/public/city-clerk/palo-alto-boards-commissions-and-committees-handbook-final-adopted-november-2020.pdf>](https://www.cityofpaloalto.org/files/assets/public/city-clerk/palo-alto-boards-commissions-and-committees-handbook-final-adopted-november-2020.pdf)). The Handbook included the need for a Work Plan that would be approved by the City Council, as described below.

- The HRB is expected to prepare an annual work plan by the second quarter of each calendar year, starting June 2021.
- The work plan should include information on equity in the work.
- City Council will review the work plan and provide feedback annually at a dedicated City Council meeting.
- The work plan should include the results of the prior year's plan, metrics of community involvement in meetings and activities included in the HRB's work.
- The Handbook has a template for work plan development.

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- If new issues arise during the year, the work plan should be amended and forwarded to Council for review and approval.

The draft workplan included in the June 21<sup>st</sup> report to Council was not reviewed by the HRB, given the turnaround time of the packet to Council occurred more quickly than the meeting schedule allowed. The plan was derived from the CLG report program that was presented to the HRB in spring 2020. The June 21<sup>st</sup> Council meeting is the second to last meeting before the Council's summer recess. Staff will summarize the Council action/discussion during the June 24 HRB meeting.

## Discussion

The workplan for the HRB provided to Council in advance of the HRB meeting noted the four purposes or purview of the HRB according to the PAMC and a chart of anticipated items/topics (pasted below in this report section). The workplan that appeared in the Council packet included a highlighted topic – tailored Mills Act Program discussion - as ongoing. It also reflects an intent for an HRB retreat to discuss improvements to the program outreach materials, and tackle improvements later in FY 21-22.

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**Lead Department:** Planning and Development Services

### **General Purpose and/or Purview of Board/Commission:**

Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties, sets the HRB's purview as follows:

- (a) Render advice and guidance to a property owner upon the owner's application for alteration of any historic single-family or duplex building in the downtown area and any such building designated as significant elsewhere in the city*
- (b) Inform the ARB of the historical and/or architectural significance of historic commercial and multiple-family structures in the downtown area and any such buildings designated as significant elsewhere in the City that are under review by the ARB. Submit recommendations to the ARB regarding proposed exterior alterations of such historic structures*
- (c) Recommend to the council the designation of additional buildings and districts as historic. Research available information and add historical information to the inventory sheets of historic structures/sites. This inventory is maintained in the department of planning and development services*
- (d) Perform such other functions as may be delegated from time to time to the HRB by the City Council*

Anticipated Item/Topic	Description and/or Info	Quarter (July 2021 – June 2022)
Review Alterations to Historic Resources	Review and provide recommendations on exterior alterations to historic resources (Inventory categories 1-4) in the Downtown (including SOFA) and on exterior alterations to Significant buildings (Inventory categories 1 and 2, and in Historic Districts) outside Downtown	Ongoing
Support Implementation of Comprehensive Plan policies	Continue to support Policy L7.2 implementation (preparation of historic evaluations to determine eligibility for the California Register of Historic Resources and associated tracking)	Ongoing (since 1/2018)
Inventory Upgrades and nominations	Review and recommend applications for Inventory category upgrades and support nominations to the City's local inventory	Ongoing
Improve outreach, review incentives, develop work program for FY 22-23	Review and recommend improvements to outreach materials regarding the program, including incentives for rehabilitation. Consider implementing additional historic preservation policies in the Comprehensive Plan	Second half of FY 21-22 following a retreat
Tailored Mills Act Program discussion	Consider reconstituting an ad hoc committee for further discussion, research, and refinement of a draft; consider outreach approach for FY22-23	Ongoing

**Report Author & Contact Information**

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