

# Staff Report

Historic Resources Board

From: Jonathan Lait, Planning and Development Services Director Lead Department: Planning and Development Services

> Meeting Date: April 13, 2023 Report #: 2304-1241

### TITLE

HRB Discussion of 2022 Work Plan Results and Draft 2023 Work Plan, and Receipt of Submitted CLG Annual Report Covering the 2021-22 Reporting Period

### RECOMMENDATION

Staff recommends that the Historic Resources Board (HRB) take the following action(s):

- 1. Provide comments about results of the adopted 2022-23 HRB work plan (Attachment A)
- 2. Review and provide comments on the draft 2023-24 HRB work plan (Attachment B)
- 3. Review CLG responsibilities (Attachment C) and Receive CLG Annual Report for October 1, 2021, through September 30, 2022 (Attachment D)

### BACKGROUND

### HRB Work Plans

On November 30, 2020, the City Council adopted a new City Boards, Commissions, and Committees Handbook (can be found <u>online</u>).<sup>[1]</sup> 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 2<sup>nd</sup> quarter each calendar year
- 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 commission's work
- If new issues arise during the year, the work plan should be amended and forwarded to Council for review and approval

### 2022-23 Work Plan

On March 10, 2022, the HRB adopted its 2022-23 Work Plan. This was submitted to the City Council with the work plans of other boards and commissions in the Council packet of June 1,



2022. The work plan from 2022-2023 is attached to this report (Attachment A). The work plan notes impacts, timelines, resources needed, measures of success, and indicates priority (high or lower). The work plan established five projects/goals for 2022:

- (1) Review alterations to Historic Resources
- (2) Implement Comp Plan Policy L7.2
- (3) Implement Comp Plan Policy L7.1.1
- (4) Outreach, incentives, and work program development
- (5) Mills Act program

The HRB is invited to provide comments on past year work plan 'results', the 'equity in the work', community involvement, and activities from April 2022 through April 2023. The time period of the plan March 11, 2022, through April 13, 2023, included 14 regular HRB meetings. Relevant comments regarding the 22-23 plan can be noted the 2023-24 work plan that will be forwarded to Council.

### Annual CLG Report

The City of Palo Alto is a Certified Local Government (CLG). Responsibilities of a CLG are described in Attachment C. The State Office of Historic Preservation (OHP) collects information related to how the CLG program is working. The National Parks Service (NPS) collects "products" information such as the number of properties designated. The OHP sends these reports to the NPS on behalf of the CLGs. Filing the CLG annual report allows local governments to qualify for OHP grants. Palo Alto currently has a small grant from OHP from 2022, used to offset consultant costs. CLGs are required to file the Annual Report documentation for the 2021-22 reporting period, due March 31, 2023. In order to compete for the 2022-2023 CLG grant cycle, OHP must have received the City's completed Annual Report prior to the grant application deadline of May 13, 2022.

#### DISCUSSION

### **Review of Current Work Plan**

Attachment A to this report is the current work plan, extending from March 11, 2022, through April 13, 2023, during which time the HRB held 14 regular HRB meetings. The community meeting on April 25, 2023, will be the first meeting of the next work plan period that will begin April 14, 2023.

Staff considers Goals 1 and 2 of the 2022-23 plan to be generally successful, and ongoing activities, and therefore these are included in the 2023-24 plan. Staff has not yet revised the Review Bulletin from 2016, noted as an objective within Goal 1. Staff intends to bring this forward in the coming months.

Goal 3 is underway. In 2022, staff prepared a request for proposal, obtained and reviewed proposals, and selected a consultant. In February 2023, the contract was signed and staff, consultants and the HRB kicked off the historic inventory update project. The reconnaissance phase is underway as the team will verify the eligible historic resources the week of April 10<sup>th</sup>. The outreach effort also has begun with webpage development<sup>1</sup>, mailing of initial letters to owners of eligible properties, and scheduling of the first community meeting on April 25<sup>th</sup>. The nominations process will be underway thereafter, with HRB meetings scheduled to provide recommendations to City Council. This item continues to be shown on the 2023-24 work plan since work will continue past July 2023.

Goal 4, to *'Improve outreach, review incentives, develop work program'* began in 2022 as the HRB discussed improvements to outreach materials, and members of the HRB began drafting an outreach letter about the benefits of owning a historic resource. The letter was modified to become the letter staff recently sent to owners of eligible resources, as part of the historic resources reconnaissance/nominations project. This goal continues as an ongoing activity in the 2023-2024 work plan. The outreach that is underway for the inventory update will be supplemented with highlights of existing incentives for rehabilitation.

Goal 5 encouraged progress in establishing a tailored Mills Act program. The September 2021 staff report<sup>[2]</sup> included the draft tailored program outline for HRB review and comment. The HRB has expressed interest in bringing a pilot program concept to City Council, envisioned to have an associated historic property suitable for the benefits of the Mills Act. Staff and the HRB did not make progress on Goal 5 during the current workplan period; therefore, it is noted in the 2023-2024 work plan.

### Work Plan for 2023-24

Attachment B to this report is the draft work plan (for upcoming period April 14, 2023, through spring 2024). This will be submitted in May 2023 to the City Clerk for a report to Council regarding board and commission work plans. Staff has adjusted the 2022-23 Work Plan goals for use in the 23-24 draft work plan for the HRB's review. All items were carried forward, with a few changes to descriptions and timelines. The City obtained a nominal grant from OHP in 2022 to offset consultant costs. Staff will prepare a summary report to OHP to show how these funds were spent (related to the Goal 3 project).

### Council Priorities

The HRB Work Plan does not need to cite or refer to the Council's published priorities. These are shown below for information only.

The Council recently reconfirmed its priorities for 2023, which include:

1. Economic Recovery & Transition

<sup>&</sup>lt;sup>1</sup> Webpage link for inventory update project: <u>https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Preservation/2023-Reconnaissance-Survey</u>



2. Climate Change & Natural Environment - Protection & Adaptation

3. Housing for Social & Economic Balance

4. Community Health & Safety.

The Council adopted objectives for each priority that may be viewed online: <u>https://www.cityofpaloalto.org/files/content/public/departments/city-clerk/city-council/citycouncil-priorities/february-2023-status-update.pdf</u>

### Other HRB Projects/Objectives to Consider

Prior topics the HRB considered in prior years that were not included in the 2022-23 work plan (due to the pressing need to pursue Goal 3, Comprehensive Plan Policy L7.1.1 implementation) or unaccomplished objectives included:

- Development of New Historic Districts
- System to store information on lost resources

The HRB may wish to again discuss adding these goals to the 2023-24 work plan.

<sup>(1)</sup> Handbook: <u>https://www.cityofpaloalto.org/files/assets/public/city-clerk/palo-alto-boards-commissions-and-committees-handbook final adopted november-2020.pdf</u>

<sup>[2]</sup> Link to September 2021 staff report with Mills Act draft program outline

https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resourcesboard/2021/hrb-9.9-retreat.pdf

### 2021-22 CLG Report Submitted to OHP

Staff prepared the CLG Annual Report (Attachment D) for October 2021 through September 2022 as well as a cover memo. Attachment C describes a CLG responsibilities. The cover memo noted that Palo Alto's program is primarily an incentive-based historic preservation and public outreach program, assisted by a qualified historic preservation consultant(s). It briefly highlighted actions related to historic preservation during the reporting period, including:

- 15 HRB meetings during the 21-22 reporting period
- Continued implementation of Comprehensive Plan policy (L7.2); this study of 23 properties between the last CLG report 3/2021 and the end of reporting period 9/2022 resulted in two properties found eligible for California Register of Historical Resources.
- Work toward securing a consultant to help launch the Historic Inventory update

### ENVIRONMENTAL REVIEW

The subject project is not subject to review according to the California Environmental Quality Act (CEQA). Thus, no CEQA review has been performed.

<u>Item 3</u> Staff Report

### ATTACHMENTS

Attachment A: 2022-23 HRB Work Plan Attachment B: Draft 2023-24 Work Plan Attachment C: Requirements for CLG Attachment D: CLG Annual Report for 2021-22

### AUTHOR/TITLE:

Amy French, Chief Planning Official

Date approved by HRB: 3/10/2022

# PALO ALTO

### **Board/Commission Name**

### 2022-2023 Workplan Overview

Staff Liaison: Amy French, Chief Planning Official Lead Department: Planning and Development Services

About the Commission

Palo Alto, a Certified Local Government (CLG), is responsible to identify, evaluate, register, and preserve historic properties within its jurisdiction and promote the integration of local preservation interests and concerns into local planning and decision-making processes. Staff prepares an annual CLG report of the activities and submits these to the State Office of Historic Preservation. This HRB Work Plan covers May 2022 - April 2023. The HRB is 7 members (no vacancies currently) with terms of 3 years, staggered per Palo Alto Municipal Code (PAMC) Section 2.27.020. Residency is only required for one member: owner/occupant of a category 1 or 2 historic structure, or of a structure in a historic district. HRB webpage:https://www.cityofpaloalto.org/City-Hall/Boards-Commissions/Historic-Resources-Board. PDS historic preservation webpages:

**Current Commissioners** 

Mission Statement

Caroline Wills (Chair)
Christian Pease (Vice Chair)
5 other members: David Bower, Margaret Wimmer, Gogo Heinrich, Mike Makinen, Alisa Eagleston-Cieslewicz

Per Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties, HRB purview is: (a) Render advice and guidance to a property owner upon the owner's application for alteration of any historic singlefamily 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.

The City submitted the CLG report for the October 2019 through September 2020 reporting period by the deadline in 2021. During the 20-21 work plan period, from June 2021 through April 14, 2022, the HRB met nine times in public hearings. The HRB reviewed and provided recommendations for exterior alterations of historic resources. The staff and preservation consultant continued to implement policy L7.2 as an ongoing activity. In Fall 2021, the HRB learned about recently adopted state legislation and partnered with staff to propose initiation of Comprehensive Plan program L7.1.1 during several HRB public hearings including the January 27, 2022 HRB retreat and March 10.

## PALO ALTO Historic Resources Board

### 2022-2023 Workplan

PURPOSE STATEMENT:

The Board/Commission's goals and purposes (purview) are set in Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties

PROJECT/GOAL 1 :

**ONGOING GOAL 1: Review alterations to historic resources.** Review and provide recommendations on exterior alterations to historic resources in the Downtown (including SOFA) and on exterior alterations to Significant buildings (Inventory categories 1 and 2, and in Historic Districts) outside Downtown; Support owner-initiated inventory nominations and category upgrades; Update Review Bulletin previously approved by the HRB for use in October 2016, but which now needs adjustment.

TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
upgrades are performed pursuant to PAMC 16.49; Consideration of bulletin changes will be taken up by the HRB during the first quarter of the workplan. Bulletin will	preservation consultant, and the HRB review alterations and category upgrades to certain historic resources. Staff and the HRB will partner in the Bulletin update	review presented to the HRB. Bulletin updated and posted to the City's historic preservation program webpages so	Yes. PAMC 16.49 sets forth which resources shall be reviewed by the HRB.
_ IMPACTS	PRIORITY DI	SCUSSION	COUNCIL-DIRECTED POLICY UPDATE
Review of alteration projects is high priority as primary work of the HRB per PAMC 16.49.		Bulletin revisions are a medium priority - clarifications would help staff and the community.	
	Ongoing - historic reviews and category upgrades are performed pursuant to PAMC 16.49; Consideration of bulletin changes will be taken up by the HRB during the first quarter of the workplan. Bulletin will support outreach.	Ongoing - historic reviews and category upgrades are performed pursuant to PAMC 16.49; Consideration of bulletin changes will be taken up by the HRB during the first quarter of the workplan. Bulletin will support outreach.       Staff, the city's qualified historic preservation consultant, and the HRB review alterations and category upgrades to certain historic resources. Staff and the HRB will partner in the Bulletin update effort.         - IMPACTS       PRIORITY DI Bulletin revisions are a medium priority - primary work of the HRB per PAMC 16.49	Ongoing - historic reviews and category upgrades are performed pursuant to PAMC 16.49; Consideration of bulletin changes will be taken up by the HRB during the first quarter of the workplan. Bulletin will support outreach.       Staff, the city's qualified historic preservation consultant, and the HRB review alterations and category upgrades to certain historic resources. Staff and the HRB will partner in the Bulletin update effort.       Listed historic resources undergoing exterior alterations subject to HRB review presented to the HRB. Bulletin updated and posted to the City's historic preservation program webpages so homeowners can better understand impacts of being on the Inventory.         - IMPACTS       PRIORITY DISCUSSION         Primary work of the HRB per PAMC 16.49       Bulletin revisions are a medium priority - clarifications would help staff and the

Attachment A 2022-23 HRB Work

PR	CT/G		\$ 2.
	<b>J</b> 1/G	JAL	<i>.</i>

**ONGOING GOAL 2: Support implementation of Comp Plan Policy 7.2.** Continue to support Policy L7.2 implementation (prepare historic evaluations to determine eligibility for the California Register of Historical Resources and associated tracking).

MEASURE OF SUCCESS	STATE MANDATED / LOCA LAW / COUNCIL-APPROVE	
<b>Policy 7.2</b> : City gradually finds properties previously unevaluated to be either ineligible or eligible for California Register.	Certified Local Government activities evaluate properties for historic status and nominate properties for listing on local inventory	
ITY DISCUSSION	COUNCIL-DIRECTED POLICY UPDATE	
	N/A	
PROJECT/GOAL 3:       NEW GOAL 3: Launch implementation of Policy L7.1.1. March 21, 2022, Council directed staff to "work with the HRB to review to approximately 165 properties deemed eligible previously and make recommendations for listing on the City's local inventory in accordance with process set forth in PAMC 16.49 and collaborate with the HRB for community engagement."         BENEFICIAL IMPACTS       TIMELINE       RESOURCES NEEDED       MEASURE OF SUCCESS       STATE MAN NOW COMMENT		
MEASURE OF SUCCESS	LAW / COUNCIL-APPROVE	
Policy 7.1.1: City makes strides toward addiing new properties on its local Inventory, as well as updating current listings. More owners have access to existing incentives for historic resources.	Certified Local Government activities - evaluate properties for historic status and nominate properties for listing on local inventory	
PRIORITY DISCUSSION		
	N/A	

Attachment A 2022-23 HRB Work Plan

#### PROJECT/GOAL 4:

**ONGOING GOAL 4: Improve outreach, review incentives, and develop work program for the next year.** Review and recommend improvements to outreach materials regarding the program, including incentives for rehabilitation. With work program development, consider implementing additional historic preservation policies in the Comprehensive Plan, such as L7.1.2: Reassess Historic Preservation Ordinance

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
designation. Reviewing and reassessing PAMC 16.49 (Policy L7.1.2) could enable Council to consider/make decisions	Outreach materials improvements are contemplated for the first half of the work program year. Reassessment of the ordinance could begin during the second half of the work program year unless other projects/goals are unfinished.	Staff is working to fill current planning vacancies. HRB Staff Liaison will seek assistance from on-call preservation consultant.		Comp Plan Policy L7.1.2
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Outreach materials improvement.		Reassessing PAMC 16.49		N/A

PROJECT/GOAL 5:

ONGOING GOAL: Tailored Mills Act Program discussion. Finalize outreach approach and bring forward program report to City Council

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
	This is targeted as a third quarter activity, unless other projects/goals are unfinished.		A report is sent to Council describing a Tailored Mills Act program.	N/A (many CLGs in California have Mills Act Programs)
HIGH PRIORITY		PRIORITY DISCUSSION		COUNCIL-DIRECTED POLICY UPDATE
Finish the work previously drafted - Ad Hoc Committee effort		This project might benefit the Inventory update. Board would like Council feedback.		N/A

Date approved by HRB: 4/13/2023

## PALO ALTO

### **Board/Commission Name**

### 2022-2023 Workplan Overview

Staff Liaison: Amy French, Chief Planning Official Lead Department: Planning and Development Services

About the Commission

Palo Alto, a Certified Local Government (CLG), is responsible to identify, evaluate, register, and preserve historic properties within its jurisdiction and promote the integration of local preservation interests and concerns into local planning and decision-making processes. Staff prepares an annual CLG report of the activities and submits these to the State Office of Historic Preservation. This HRB Work Plan covers May 2022 - April 2023. The HRB is 7 members (no vacancies currently) with terms of 3 years, staggered per Palo Alto Municipal Code (PAMC) Section 2.27.020. Residency is only required for one member: owner/occupant of a category 1 or 2 historic structure, or of a structure in a historic district. HRB webpage:https://www.cityofpaloalto.org/City-Hall/Boards-Commissions/Historic-Resources-Board. PDS historic preservation webpages:

**Current Commissioners** 

**Mission Statement** 

Caroline Wills (Chair)
Christian Pease (Vice Chair)
Margaret Wimmer, Gogo Heinrich, Mike Makinen, Alisa Eagleston-Cieslewicz, Samantha Rohman

Per Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties, HRB purview is: (a) Render advice and guidance to a property owner upon the owner's application for alteration of any historic singlefamily 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.

Prior Year Accomplishments

The City submitted the CLG report for October 2020 through September 2021 reporting period by the deadline in 2022. During the 22-23 work plan period, from March 11, 2022 through April 13, 2023, the HRB met 14 times in public hearings. The HRB reviewed and provided recommendations for exterior alterations of historic resources. The staff and preservation consultant continued to implement policy L7.2 as an ongoing activity. Implementation of Comprehensive Plan program L7.1.1 began with a procurement process in 2022 and launch in early 2023.

## PALO ALTO Historic Resources Board

### 2023-20324 Work Plan

PURPOSE STATEMENT:

The Board/Commission's goals and purposes (purview) are set in Palo Alto Municipal Code Chapter 2.27 Historic Resources Board, Section 2.27.040 Duties

PROJECT/GOAL 1 :

**ONGOING GOAL 1: Review alterations to historic resources.** Review and provide recommendations on exterior alterations to historic resources in the Downtown (including SOFA) and on exterior alterations to Significant buildings (Inventory categories 1 and 2, and in Historic Districts) outside Downtown; Support owner-initiated inventory nominations and category upgrades; Update Review Bulletin previously approved by the HRB for use in October 2016, but which now needs adjustment.

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
alterations, support inventory category upgrades, and make nominations to our local inventory. Review of and clarifications to update the 2016 Review Bulletin will benefit the community's understanding of how the	upgrades are performed pursuant to PAMC 16.49; Consideration of bulletin changes will be completed by the HRB during the first quarter of the work plan. Bulletin will	Staff, the city's qualified historic preservation consultant, and the HRB review alterations and category upgrades to certain historic resources. Staff and the HRB will partner in the Bulletin update effort.	updated and posted to the HRB. Bulletin updated and posted to the City's historic	Yes. PAMC 16.49 sets forth which resources shall be reviewed by the HRB.
BENEFICIAI	- IMPACTS	PRIORITY DI	SCUSSION	COUNCIL-DIRECTED POLICY UPDATE
Review of alteration projects is high priority as primary work of the HRB per PAMC 16.49.		Bulletin revisions are a medium priority - clarifications would help staff and the community.		N/A

Attachment B Draft 2023-24 Work

PROJECT/GOALS 2	
-----------------	--

**ONGOING GOAL 2: Support implementation of Comp Plan Policy 7.2.** Continue to support Policy L7.2 implementation (prepare historic evaluations to determine eligibility for the California Register of Historical Resources and associated tracking).

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
<b>Continuing Policy L7.2</b> implementation allows the City to learn historic status of buildings prior to major changes or proposed demolitions.	<b>Policy 7.2 is ongoing activity</b> ; property owners request historic evaluations.	<b>Policy L7.2:</b> Case by case evaluations funded by property owners.	<b>Policy 7.2</b> : City gradually finds properties previously unevaluated to be either ineligible or eligible for California Register.	Certified Local Government activities - evaluate properties for historic status and nominate properties for listing on local inventory
PROJECT/GOA	L 2 PRIORITY:	PRIORITY DI	SCUSSION	COUNCIL-DIRECTED POLICY UPDATE
High priority for the HRB to implement Compressources; G2 Policy 7.2 began implementation				N/A
PROJECT/GOAL 3:	PROJECT/GOAL 3: GOAL 3: Continue implementation of Policy L7.1.1. March 21, 2022, Council directed staff to "work with the HRB to review the approxima 165 properties deemed eligible previously and make recommendations for listing on the City's local inventory in accordance with the process set forth PAMC 16.49 and collaborate with the HRB for community engagement." The project kicked off in February 2023.			
BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
The impact of a Policy 7.1.1 implementation is community engagement regarding values of preservation. Previously prepared forms will assist HRB, Council to consider nominations to our local inventory; listed properties gain access to existing preservation incentives.	Policy L7.1.1 implementation was preceded by securing funding and request for proposal (procurement) process resulting in a contract in February 2023. Project is now underway and is anticipated to be completed in 2023.	<b>Policy L7.1.1:</b> Qualified historic preservation consultant contract to determine whether previously eligible properties remain and retain integrity. Consultant assistance is helping staff with outreach and reports to the HRB and Council.	<b>Policy 7.1.1:</b> City makes strides toward addiing new properties on its local Inventory, as well as updating current listings. More owners have access to existing incentives for historic resources.	Certified Local Government activities - evaluate properties for historic status and nominate properties for listing on local inventory
HIGH PR	RIORITY	PRIORITY DISCUSSION		COUNCIL-DIRECTED POLICY UPDATE
Implementation of Policy L7.1.1 began in February 2023. Local Inventory placement of properties previously found eligible for the National and California Registers became a priority following passage of State legislation. The procurement process was protracted in 2022. The project is anticipated to extend through the end of 2023.		2022. The project is anticipated to	N/A	

Attachment B Draft 2023-24 Work

Plan

#### PROJECT/GOAL 4:

**ONGOING GOAL 4: Improve outreach, review incentives, and develop work program for the next year.** Review and recommend improvements to outreach materials regarding the program, including incentives for rehabilitation. With work program development, consider implementing additional historic preservation policies in the Comprehensive Plan, such as L7.1.2: Reassess Historic Preservation Ordinance

BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
community understand benefits to historic designation. Reviewing and reassessing PAMC 16.49 (Policy L7.1.2) could enable Council to consider/make decisions	work program year. Reassessment of the ordinance could begin during the second	Staff is working to fill current planning vacancies. HRB Staff Liaison will seek assistance from on-call preservation consultant.		Comp Plan Policy L7.1.2
HIGH PRIORITY		LOWER PRIORITY		COUNCIL-DIRECTED POLICY UPDATE
Outreach materials improvement.		Reassessing PAMC 16.49		N/A

PROJECT/GOAL 5:

ONGOING GOAL: Tailored Mills Act Program discussion. Finalize outreach approach and bring forward program report to City Council

	BENEFICIAL IMPACTS	TIMELINE	RESOURCES NEEDED	MEASURE OF SUCCESS	STATE MANDATED / LOCAL LAW / COUNCIL-APPROVED
historio	red program can be a real incentive to c preservation and result in litation of significant resources.	This is targeted as a third quarter activity, following progress on Goals 3 and 4.		A report is sent to Council describing a Tailored Mills Act program.	N/A (many CLGs in California have Mills Act Programs)
	HIGH PR	IORITY	PRIORITY DI	SCUSSION	COUNCIL-DIRECTED POLICY UPDATE
	Finish the work previously drafted - Ad Hoc Committee effort and prapare a report to City Council. This project might benefit the Inventory update. Board would like Council feedback. The Board is seeking an ideal example property as part of the pilot program.		N/A		

### Requirements

(Excerpt from Appendix G, Certified Local Government Application and Procedures, August 1999, pp 41-47.)

Local governments may be certified to participate in the CLG program by complying with the following requirements:

- I Enforce appropriate state or local legislation for the designation and protection of historic properties:
  - A. State enabling legislation provides for local jurisdictions to enact appropriate historic preservation legislation. California Government Code Sections 65850, 25373, and 37361 enable city and county legislative bodies to provide for "the protection, enhancement; perpetuation, or use of places, sites, buildings, structures, works of art, and other objects having a special character or special historical or aesthetic interest or value."
  - B. Local governments must adopt local historic preservation ordinances with provisions to enforce the designation and protection of historic and archeological resources.
  - C. The local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).
  - D. The CLG will adopt a historic preservation plan or a historic preservation element for the local jurisdiction's General Plan, as authorized by the California Government Code, prior to or upon applying for a CLG grant.
  - E. The CLG commission will participate in the environmental review of specific federally sponsored projects, such as community development programs involving HUD Block Grant funds unless it is determined by OHP that the necessary expertise is not available to the local government. The CLG will establish programmatic agreements with the state agreeing to ensure compliance with Section 106 provisions of the NHPA.
  - F. The CLG commission will participate in the environment review of local projects in accordance with the requirements under the California Environmental Quality Act (CEQA). The commission may review and comment on permit actions affecting significant listed historic properties and other resources eligible for listing, in accordance with local ordinance requirements and with CEQA. Procedural guidelines should include standards for demolition stays, design review criteria, anti-neglect requirements, and appeal strategies.
- II Establish an adequate and qualified historic preservation review commission by local law:
  - A. The commission shall include a minimum membership of five (5) individuals with all members having demonstrated interest, competence, or knowledge in historic preservation.
  - B. At least two (2) Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural

history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

- C. A local government may be certified without the minimum number or types of disciplines established in state procedures if it can be demonstrated to the satisfaction of the state that it has made a reasonable effort to fill those positions, or that some alternative composition of the commission best meets the needs of the protection of historic properties in the local community.
- D. Commission members shall be appointed by the chief elected local official, city council, or board of supervisors consistent with the provisions of the preservation ordinance. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission. The appointing authority shall also act within sixty (60) days to fill a vacancy. Terms of office of the commission members shall be according to the local preservation ordinance.
- E. The commission shall meet at least four times a year, with meetings held in a public place, advertised in advance, and open to the public, pursuant to the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. Written minutes of commission meetings shall be kept on file, available for public inspection, and submitted to the state as a part of the CLG Annual Report.
- F. <u>Each</u> commission member is required to attend at least one informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission and would be approvable by the state. The CLG Regional Workshops sponsored by the OHP are important sources of information. The annual State Historic Preservation Conference generally provides special sessions devoted to the issues, objectives, and responsibilities of commissions. Commissions may also bring in professionals to provide training on site.
- G. An annual report of the activities of the commission shall be submitted to the state at the end of each calendar year. The reports shall include, but not be limited to, such information as narrative summary of accomplishments, summaries of new and corrected survey activities, number of properties designated under local ordinance in relation to inventory for community, summaries of National Register applications reviewed, summaries of historical contexts prepared, number of federal tax certifications reviewed, number of properties on which design review was held, number of properties on which environmental project reviews were conducted, property owners of Mills Act contracts approved, summarization of local preservation activities, list of local landmark designations, description of public education activities, lists of commission members and resumes, list of staff and resumes, detailed listing of commission and staff training received, commission attendance

records, summary of changes in preservation laws, summary of adoption or updates of historic preservation plan or historic preservation element of your community's General Plan, commission meeting minutes and agendas, and other pertinent activities performed by the commission.

- III Maintain a system for the survey and inventory of historic properties: The CLG shall be responsible for organizing, developing, and administering an inventory of cultural resources within the entire spatial jurisdiction of the CLG.
  - A. The commission shall develop procedures for conducting an inventory of culture resources. Survey activities shall be coordinated with and complementary to the state program to ensure that survey results produced by the CLG will be readily integrated into the statewide comprehensive historic preservation planning process.
    - The CLG shall be responsible for overseeing the compiling, recording, and updating of inventory information on cultural resources within its jurisdiction. The information shall be based on comprehensive surveys conducted in conformance with state survey standards and procedures. Surveys completed prior to the certification of a local government may be re-evaluated in accordance with state standards and may be submitted for inclusion in the State database.
    - 2. As part of any ongoing survey effort, procedural requirements must allow for periodic update of survey results as buildings gain maturity and as new areas are incorporated or annexed by the CLG.
    - 3. The commission must adopt state guidelines for conducting its inventory of historic properties. State-approved inventory forms (DPR-523, A-L) and the OHP's <u>Instructions For Recording Historical Resources</u> shall be used to facilitate integration into the state electronic data system and for statewide comprehensive historic preservation planning purposes. Dimitri software is available for the DPR 523 forms.
    - 4. Standards for the evaluation of properties must be consistent with the National Register of Historic Places criteria.
  - A. The commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Libraries, colleges, and historical societies should also receive copies. OHP will make copies available for the appropriate "California Historical Resources Information System" regional center. See IV(A)(2) below for public access requirements.
- IV Provide for adequate public participation in the local historic preservation program:
  - A The CLG shall provide opportunities for public participation in all responsibilities delegated to the CLG, in accordance with appropriate regulations, standards, and guidelines.

- Public participation shall be fully encouraged at local commission meetings. Commission meetings shall be open to the public, with published agenda and minutes in accordance with the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. The published agenda shall be mailed in advance of meetings to individuals and citizen organizations interested in the commission's activities.
- 2. Public participation shall be fully encouraged in the performance of the historic survey program at all levels of responsibility to identify and inventory significant cultural resources in the jurisdiction of the CLG. The public can serve as volunteers to assist in the survey effort. Survey results shall be of public record and on file at a public institution, except in the case of sensitive resources, e.g., archeological sites subject to vandalism.
- 3. Public participation shall be fully encouraged in the nomination process for the National Register of Historic Places program. The CLG shall invite comments from the general public regarding National Register nominations.
- 4. Public participation shall be fully encouraged in all public hearings on projects related to CEQA and Section 106 processes.
- V Satisfactorily perform the responsibilities delegated to the CLG:
  - A. The CLG shall prepare a comprehensive local historic preservation plan which would identify preservation missions, goals, and priorities. The plan would also establish preservation strategies, programs, and time schedules.
  - B. The CLG will participate in the review and comment on historic preservation certification applications for tax incentives. The CLG and state may establish procedures for implementation of the investment tax credit program at the local level in conformance with the <u>Secretary of the Interior's Standards for Historic Preservation</u>.
  - C. Each CLG must have a local historic preservation plan prior to or upon becoming a CLG before any additional grant applications will be considered. The state shall monitor and evaluate the performance of the CLG for consistency with the identification, evaluation, and preservation priorities of the comprehensive state historic preservation planning process.
    - 1. Annual Review of CLGs:
      - The State shall conduct an annual review of CLGs to assure that each government continues to meet the minimal requirements and is satisfactorily performing its responsibilities. As part of this review, the state shall examine the annual reports submitted by the CLGs, records of the administration of funds allocated from the HPF, and other documents as necessary. The CLG shall make these records available to the state. A more thorough review and site visit to the Certified Local Government will occur at least once every three (3) years.
    - Procedures for Decertification:
       If the state evaluation indicates that the CLG no longer meets the minimal requirements or that in any other way a CLG's performance is not

satisfactory, the state shall document that assessment and recommend to the local government steps to bring its performance up to a satisfactory level. The CLG shall have a period of not less than 30 nor more than 180 days to implement improvements; If the state determines that sufficient improvement has not occurred, the state shall decertify the local government, citing specific reasons for the decertification. Performance shall be deemed unsatisfactory if one or more of the following conditions exist or is applicable: a) the commission fails to perform its delegated responsibilities within established time periods; b) the CLG fails to coordinate its responsibilities with the state; c) the commission substantially fails to maintain consistency of its design review decisions with the Secretary's Standards for Historic Preservation; d) the CLG fails to maintain a gualified historic preservation review commission membership; e) the CLG fails to enforce the provisions of the local preservation ordinance; f) the CLG fails to enforce its CEQA and Section 106 responsibilities; g) the CLG fails to adequately survey historical resources in its jurisdiction; and h) the CLG fails to comply adequately with proper fiscal management of HPF grants in accordance with the National Register Programs Guideline, OMB Circular A-128, and 43 CFR 12.

- 3. Decertification Appeal: If the state recommends decertification, the local government may appeal to the NPS. The NPS has 45 days to respond to the appeal.
- 4. Decertification Without Prejudice: CLGs may petition the OHP to be decertified voluntarily and without prejudice.
- 5. Financial Assistance Close-out: The state shall conduct financial assistance close-out procedures pursuant to the National Register Program Guideline when a local government is decertified.
- VI The CLG shall assume certain responsibilities for reviewing and recommending properties within its jurisdiction to the National Register of Historic Places.
  - A. The SHPO shall have the sole responsibility of nominating National Register properties directly to the Secretary of the Interior (Secretary).
  - B. The CLG shall establish local procedures for the National Register nomination process consistent with the requirements in the NHPA, Section 101(c)(2).
    - Before a property within the jurisdiction of a CLG may be considered by the state to be nominated to the National Register, the state shall notify the owner, the applicable chief elected local official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. Within sixty (60) days of notice from the state, the chief elected local official shall transmit the report of the commission and his/her recommendation to the state. After receipt of such report and recommendation, or if no such report and recommendation are received within sixty (60) days, the state

shall process the National Register nomination. The state may expedite such process with the concurrence of the CLG.

- 2. If both the commission and the chief elected local official recommend that a property not be nominated to the National Register, the state shall take no further action, unless within thirty (30) days of the receipt of such recommendation by the state, an appeal is filed with the state. If such an appeal is filed, the state shall follow the procedure for making a nomination pursuant to Section 101(a). Any report and recommendations made under this section shall be included with any nomination submitted by the state to the Secretary.
- VII By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG. Local governments may be certified to participate in specific program activities under Programmatic Agreements.
  - A. The CLG may develop educational programs promoting historic preservation at the local level such as, but not limited to, sponsorship of preservation workshops, publication of preservation information, organizing preservation fairs, conducting walking tours, preparing preservation curricula for schools, etc.
  - B. Commission members may act in an advisory capacity to other officials and departments within the local government and act as a liaison on behalf of the CLG to individuals and organizations concerned with historic preservation issues at the local level.
  - C. The CLG may participate in the Mills Act program or other economic incentive programs to provide property-tax relief for owners of historic properties.
  - D. The CLG may participate in the Marks Historical Rehabilitation Act for issuance of tax-exempt industrial development bonds, providing that the commission shall serve as a part of the required citizen advisory board.
  - E. The CLG may assume certain responsibilities of recommending National Register of Historic Places properties, identified in the CLG jurisdiction, directly to the State Historical Resources Commission.
  - F. By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG.

(Reporting period is from October 1, 2021through September 30, 2022)

**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 <u>info.calshpo@parks.ca.gov</u>. 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 than10mb total), you will need to send them in a second or third email.

City of Palo Alto

Report Prepared by: Amy French Date of commission/board review: April 13, 2023

### MINIMUM REQUIREMENTS FOR CERTIFICATION

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

### A. Preservation Laws

- What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals., either as part of this report or under separate cover. *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. Palo Alto did not change preservation laws during the reporting period.
- 2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. PAMC 16.49 link: <u>https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto\_ca/0-0-74404</u>
- B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

(Reporting period is from October 1, 2021through September 30, 2022)

1. During the reporting period, October 1, 2021 – September 30, 2022, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	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
None	Click or tap here to enter text.	Click or tap here to enter text.

### C. Historic Preservation Element/Plan

Do you address historic preservation in your general plan?
 □ Yes, in a separate historic preservation element.

🗆 No

 $\boxtimes$  Yes, it is included in another element. (Land Use)

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. <u>https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/file-migration/historic/long-range-planning/resources/2030-comp-plan-2-land-use-june-21.pdf</u>

### **D. Review Responsibilities**

### 1. Who takes responsibility for design review or Certificates of Appropriateness?

 $\Box$  All projects subject to design review go the commission.

 $\boxtimes$  Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? Minor alterations versus major alterations. Per PAMC 16.49.050 (a)(1) item (B), the HRB reviews single-family and duplex residences which are historic structures/sites in the Downtown area or which are significant

(Reporting period is from October 1, 2021through September 30, 2022)

buildings elsewhere in the city and "Compliance of the property owner with the recommendations shall be voluntary, not mandatory." Per item (C) the planning staff may review and approve minor exterior alterations pursuant to guidelines which the HRB may adopt. Minor exterior alterations are those alterations which the director of planning and development services or his/her designee determines will not adversely affect the exterior architectural characteristics nor the historical or aesthetic value of the historic structure, its site or surroundings." Staff is assisted in all reviews of projects set forth in PAMC 16.49.050 item (a) by professional historic preservation consulting firms to perform Secretary of Interior's Standards reviews (building permits and discretionary reviews). The HRB reviews projects in Professorville and Ramona districts and supports the Architectural Review Board in reviewing projects in the Downtown and Significant properties (local inventory Categories 1 and 2) that are not single family homes or duplexes where they exist outside the Downtown.

### 2. California Environmental Quality Act

 What is the role of historic preservation staff and commission in *providing input* to CEQA documents prepared for or by the local government? The Chief Planning Official and planning staff are involved in scoping and reviewing administrative draft CEQA documents involving historical resources, and related technical reports including Historic Resource Evaluations (HRE) and Secretary of the Interior's Standards (SIS) reports. Generally, the Historic Resources Board (HRB) is not involved in the development of draft environmental documents. However, staff seeks historic preservation consultant assistance for CEQA documents for major Architectural Review projects that include properties listed on the local historic inventory or determined California Register Eligible.

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? Draft CEQA documents are made available for public review, including by HRB members. In addition, staff and/or other City bodies may refer draft CEQA documents and/or related technical reports to the HRB for review and comment. The HRB's role is advisory. In some cases, staff conducts a hearing at the HRB for public review of Environmental Impact Reports for properties containing listed historic resources

### 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? The Chief Planning Official, with consultant assistance, and/or HRB provide input to Section 106 documents as requested
- 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? The Chief Planning Official, with consultant assistance, and/or HRB review Section 106 documents as requested

(Reporting period is from October 1, 2021through September 30, 2022)

### **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
David Bower 12/15/23	Construction	11/1/16	4/10/23	HRB@cityofpaloalto.org
Alisa Eagleston-Cieslewicz	Museum Conservator	12/13/21; 4/10/23	3/31/26	HRB@cityofpaloalto.org
Michael Makinen	Engineering/Historian	12/15/17	3/31/24	HRB@cityofpaloalto.org
Margaret Wimmer	Architecture and Design	12/15/17	3/31/24	HRB@cityofpaloalto.org
Christian Pease	Architecture/Analytics	12/15/17; 4/10/23	3/31/26	HRB@cityofpaloalto.org
Caroline Willis	Architecture	3/1/21	3/31/24	HRB@cityofpaloalto.org
Gogo Heinrich	Architecture	3/1/21	3/31/24	HRB@cityofpaloalto.org

Attach resumes and Statement of Professional Qualifications forms for all members.

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

### 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? <u>Click or</u> <u>tap here to enter text.</u>
- 2. If the position(s) is not currently filled, why is there a vacancy? Type here.

(Reporting period is from October 1, 2021through September 30, 2022)

Attach resumes and Statement of Professional Qualifications forms for staff.

	Name/Title	Discipline	Dept. Affiliation	Email Address
Amy Fre	ench	Planning	Chief Planning Official	amy.french@cityofpaloalto.org

### 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	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
						x2	x2	x2				
David Bower	$\square$		$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$			$\boxtimes$	$\boxtimes$	
Alisa Eageston-Cieslevicz				$\boxtimes$								
Michael Makinen			$\boxtimes$	$\boxtimes$								$\boxtimes$
Margaret Wimmer			$\boxtimes$	$\boxtimes$			$\boxtimes$					$\boxtimes$
Christian Pease				$\boxtimes$								$\square$
Caroline Willis				$\boxtimes$							$\boxtimes$	$\boxtimes$
Gogo Heinrich												
Amy French												
Type here.												
Type here.												

### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement 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.

(Reporting period is from October 1, 2021through September 30, 2022)

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Christian Pease	'California State Housing Laws and Preservation Planning'	3 hours	CPF	2/16/23
	Hybrid Public Meetings	2 hours	City of Palo Alto	12/13/22
David Bower	Hybrid Public Meetings	2 hours	City of Palo Alto	12/13/22
Caroline Willis	"Commission Assistance and Mentoring Program" "Social Media Strategies for Historic Preservation Commissions"	6 hours (2 HSW cred) 1.5 hours	NAPC	10/21/21 & 10/22/21, 11/17/21
Margaret Wimmer	Stanford Historical Society Preservation Workshop Hybrid Public Meetings	2 hours 2 hours	Stanford Historical Society City of Palo Alto	5/13/22
Michael Makinen	Tool Kit for Historic Homes	2 hours	CPF	5/12/22
Gogo Heinrich	Hybrid Public Meetings	2 hours	City of Palo Alto	12/13/22
Alisa Eagleston-Ceislevicz	Technology Toolkit	2 hours	CPF	6/9/22
Amy French	California State Housing Laws and Conservation Planning	3 hours	CPF	2/16/23
	Land Use Law Update	1 hour	APA	10/13/21
	Hybrid Public Meetings	2 hours	City of Palo Alto	2/10/22
	Leading Transformative Change	2.5 hours	APA	2/16/22

### III. <u>Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic</u> <u>Preservation Act</u>

#### Attachment D CLG Annual Report for Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021through September 30, 2022)

### 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
NA	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

### 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
Citywide ongoing surveys per Comp Plan Policy L7.2; found two CRHR eligible properties of 23 properties studied between March 2021 and Sept 2022	no	Reconnaissance	NA	23 properties studied 3/2021 through 9/2022	Through end of reporting period	Two CRHR Eligible property DPRs submitted with this CLG Report

How are you using the survey data? To ensure no demolition permits are issued before properties are studied for Cal Register eligibility. When properties are determined California Register Eligible via these ongoing surveys, a discretionary review application for modification/demolition is deemed not exempt from CEQA review and building is retained unless SOC with EIR. When Non-California Register Eligible determination, building demolition, substantial remodel is possible.

Packet Pg. 118

Item 3

2021-22

(Reporting period is from October 1, 2021through September 30, 2022)

### 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
Update of webpages including incentives	https://www.cityofpaloalto.org/Departments/Planning-	Updates to
and the National Register eligible	Development-Services/Historic-Preservation	webpages occurred
properties list; most recently (and this will		during the reporting
be reported in our next CLG report) we	https://www.cityofpaloalto.org/Departments/Planning-	period
added a page on the reconnaissance	Development-Services/Historic-Preservation/Preservation-	
survey/inventory update project	Incentives	
information		
https://www.cityofpaloalto.org/Departmen	https://www.cityofpaloalto.org/files/assets/public/planning-amp-	
ts/Planning-Development-	development-services/historic-preservation/evaluation-tables-	
Services/Historic-Preservation/2023-	clipped-from-1998-2000-survey.pdf	
Reconnaissance-Survey		

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

#### NOTE: OHP will forward this information to NPS on your behalf.CLG Inventory Program

During the reporting period (October 1, 2021-September 30, 2021) 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
City of Palo Alto	Two properties found California Register
	eligible during reporting period

<u>I</u>tem 3 Attachment D CLG Annual Report for 2021-22 (Reporting period is from October 1, 2021through September 30, 2022)

### A. Local Register (i.e., Local Landmarks and Historic Districts) Program

- 1. During the reporting period (October 1, 2021-September 30, 2022) 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?
- 2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2021 to September 30, 2022? Two added to list of CRHR eligible properties

#### C. Local Tax Incentives Program

- 1. During the reporting period (October 1, 2021-September 30, 2022) did you have a Local Tax Incentives Program, such as the Mills Act? □ Yes □ No
- 2. If the answer is yes, how many properties have been added to this program from October 1, 2021 to September 30, 2022? 0

Name of Program	Number of Properties Added During 2021-2022	Total Number of Properties Benefiting From Program
Mills Act	0	1

### D. Local "bricks and mortar" grants/loan program

- 1. During the reporting period (October 1, 2021-September 30, 2022) 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, 2021 to September 30, 2022? Type here.

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

### E. Design Review/Local Regulatory Program

(Reporting period is from October 1, 2021through September 30, 2022)

- 1. During the reporting period (October 1, 2021-September 30, 2022) 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, 2020 to September 30, 2021? Not counted we have our historic preservation consultant review building permits modifying historic properties, for SISR compliance

### F. Local Property Acquisition Program

- 1. During the reporting period (October 1, 2021--September 30, 2022) 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?
- 2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2021 to September 30, 2022 NA

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

### IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN YOUR FEEDBACK ABOUT THE RECENT CAMP TRAINING

- Did anyone from your local government participate in the free CAMP training opportunities in Fall 2021? No
- Whether or not you were able to take advantage of any of the CAMP trainings in 2021, would you like to see OHP to provide free additional CAMPs in the future? Not sure
- What are your top three topics for future training?

### XII Attachments (electronic)

Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff (Links and attached)

### Item 3 Attachment D CLG Annual Report for 2021-22

### Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021through September 30, 2022)

https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Caroline-Willis https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Christian-Pease https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Gogo-Heinrich https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Michael-Makinen https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Michael-Makinen https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Margaret-Wimmer https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Margaret-Wimmer

### ⊠ Minutes from commission meetings (links)

10/28/21: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-01.27.2022-minutes-
from-10.28.2021.pdf
12/9/21: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-01.27.2022-minutes-from-
12.09.2021.pdf
1/27/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/architectural-review-board/2022/hrb-03.10.2022-minutes-
january-27-2022.pdf
2/24/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-03.24.2022-minutes-
february-24-2022.pdf
3/10/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-03-10-2022-minutes.pdf
3/24/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/march-24-2022-minutes.pdf
4/14/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/april-14-2022-minutes.pdf
4/28/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-
04.28.22.pdf
5/12/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-
05.12.22.pdf
5/26/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-
05.26.22.pdf
7/14/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-08.25.2022-minutes-
07.14.2022.pdf
8/25/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-10.13.2022-minutes-
08.25.2022.pdf
9/22/22: https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-11.10.2022-minutes-
09.22.22.pdf

□ Drafts of proposed changes to the ordinance (NA)

- $\Box$  Drafts of proposed changes to the General Plan (NA)
- $\Box$  Public outreach publications (NA)

Email to: info.calshpo@parks.ca.gov