



City of Palo Alto Historic Resources Board Staff Report

(ID # 6446)

Report Type:**Meeting Date: 12/10/2015****Summary Title: 2014-2015 CLG Annual Report****Title: 2014-2015 Certified Local Government (CLG) Annual Report: Review of the annual report prepared by staff. Final reports are due to the Office of Historic Preservation (OHP) on January 15, 2016.****From: City Manager****Lead Department: Historic Resources Board**

Recommendation

Staff recommends that the Historic Resources Board review and comment on the 2014-2015 CLG Annual Report prior to transmittal to OHP by January 15, 2016.

Background

The City of Palo Alto was certified by OHP as a CLG on February 11, 1992. As a CLG, the City of Palo Alto is required to:

- Enforce appropriate state and local laws and regulations for the designation and protection of historic properties;
- Establish an historic preservation review commission by local ordinance;
- Maintain a system for the survey and inventory of historic properties;
- Provide for public participation in the local preservation program; and
- Satisfactorily perform responsibilities delegated to it by the state.

As part of the CLG reporting requirements, each year the City of Palo Alto is required to submit an annual report to help the OHP track the local preservation program's ongoing activities. The annual report is typically prepared by the CLG Coordinator (staff) and reviewed by the HRB. The 2014-2015 CLG Annual Report is due to OHP by January 15, 2016.

Discussion

The 2014-2015 CLG Annual Report (see Attachment A) summarizes the City of Palo Alto's preservation activities between October 1, 2014 and September 30, 2015, which includes: HRB project reviews; Board member and staff attendance at board meetings, conferences, workshops, and trainings; and long range project activities and milestones. Staff requests that

the HRB review the report and provide staff with any updates, additions or corrections that the HRB may have, which are relevant to the report.

Prepared by: Matthew Weintraub, Planner

Reviewed by: Jodie Gerhardt, AICP, Current Planning Manager

Attachments:

- Attachment A: 2014-2015 CLG Annual Report - City of Palo Alto (PDF)

Certified Local Government Program -- 2014-2015 Annual Report Attachment A

(Reporting period is from October 1, 2014 through September 30, 2015)

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. 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

City of Palo Alto

Report Prepared by: *Matthew Weintraub, Planner*

Date of commission/board review: *12/10/15*

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.

There were no ordinance amendments or revisions to the Historic Preservation Ordinance (Municipal Code Chapter 16.49) formally considered or initiated.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.
[http://www.amlegal.com/nxt/gateway.dll/California/paloalto_ca/paloaltomunicipalcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:paloalto_ca](http://www.amlegal.com/nxt/gateway.dll/California/paloalto_ca/paloaltomunicipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:paloalto_ca) (SEE CHAPTER 16.49)

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

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

1. During the reporting period, October 1, 2014 – September 30, 2015, 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
None	Type here.

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.

<http://www.cityofpaloalto.org/civicax/filebank/documents/8170>

2. Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan?
 Yes No If you have, provide an electronic link. Type here.

3. When will your next General Plan update occur? **2014-2016**

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

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 commission review. What is the threshold between staff-only review and full-commission review? *Minor exterior alterations vs. major exterior alterations*

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? *The staff Historic Resources Planner is involved in scoping and reviewing administrative draft CEQA documents (NDs/MNDs and EIRs) 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.*

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.*

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 Historic Resources Planner 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 Historic Resources Planner and/or HRB conduct review of Section 106 documents as requested.*

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

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
Bernstein, Martin	Architecture	11/01/2014	10/31/2017	hrb@cityofpaloalto.org
Bower, David	Construction	11/01/2013	10/31/2016	hrb@cityofpaloalto.org
Bunnenberg, Beth	Art & Education	11/01/2013	10/31/2016	hrb@cityofpaloalto.org
Di Ciccio, Patricia	Social Services	11/01/2013	10/31/2016	hrb@cityofpaloalto.org
Kohler, Roger	Architecture	11/01/2014	10/31/2017	hrb@cityofpaloalto.org
Makinen, Michael	Engineering	11/01/2014	10/31/2017	hrb@cityofpaloalto.org
Wimmer, Margaret	Architecture	11/01/2014	10/31/2017	hrb@cityofpaloalto.org

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. **Not applicable**
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? **Not applicable**

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If the position(s) is not currently filled, why is there a vacancy? **Not applicable**

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Weintraub, Matthew	Geography/ Planning/ Historic Preservation	Planning & Community Environment	Matthew.Weintraub@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.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Bernstein, Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bower, David	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bunnenberg, Beth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Di Ciccio, Patricia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kohler, Roger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Makinen, Michael	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wimmer, Margaret	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

Bernstein, Martin	Context Statements & Integrity: From Big Picture to Seven Aspects (workshop)	1 day	California Preservation Foundation (CPF)	10/9/14
Bower, David	District Designation to Infill Development: Placemaking at Pier 70, San Francisco (workshop)	1 day	California Preservation Foundation (CPF)	07/21/15
Bunnenberg, Beth	Preservation Education Workshop Series: Planner and Commissioner Training	1 day	OHP	08/21/15
Di Ciccio, Patricia	2015 California Preservation Conference: Gateways to Preservation: New Frontiers	3 days	California Preservation Foundation (CPF)	04/29/15-05/02/15
Kohler, Roger	District Designation to Infill Development: Placemaking at Pier 70, San Francisco (workshop)	1 day	California Preservation Foundation (CPF)	07/21/15
Makinen, Michael	District Designation to Infill Development: Placemaking at Pier 70, San Francisco (workshop)	1 day	California Preservation Foundation (CPF)	07/21/15
Wimmer, Margaret	A 10,000-foot View of the OHP: Introduction to the Office of Historic Preservation (webinar)	1 hour	OHP	11/13/14
Weintraub, Matthew	A 10,000-foot View of the OHP: Introduction to the Office of Historic Preservation (webinar)	1 hour	OHP	11/13/14

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

A. Historical Contexts: initiated, researched, or developed in the reporting year

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

Context Name	Description	How it is Being Used	Date Submitted to OHP
None	Type here.	Type here.	Type here.

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
None	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

C. Corrections or changes to Historic Property Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From _ To _	Reason	Date of Change
None	Type here.	Type here.	Type here.	Type here.

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

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? Please provide copy of (or an electronic link) to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
City Council/ HRB Study Session	Introduction to the HRB by Staff; HRB Presentation on proposed work program and challenges; Council Questions and Comments	05/06/15

~~V. National Park Service Baseline Questionnaire for new CLGs (certified after September 30, 2014).~~

- ~~NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at http://www.nps.gov/elg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.~~

~~A. CLG Inventory Program~~

- ~~1. What is the net cumulative number of historic properties in your inventory as of September 30, 2014? This is the total number of historic properties and contributors to districts (or your best estimate of the number) in your inventory from all programs, local, state, and Federal. Type here.~~

Program Area	Number of Properties
Type here.	Type here.

~~B. Local Register (i.e., Local Landmarks and Historic Districts) Program~~

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

- ~~1. As of September 30, 2014, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? Yes No~~
- ~~2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2014? Type here.~~

C. Local Tax Incentives Program

- ~~1. As of September 30, 2014, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No~~
- ~~2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2015? Type here.~~

D. Local "Bricks and Mortar" Grants/Loans Program

- ~~1. As of September 30, 2014, did your local government have a locally funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? Type here.~~
- ~~2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2014? Type here.~~

E. Local Design Review/Regulatory Program

- ~~1. As of September 30, 2014, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No~~
- ~~2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2015? Type here.~~

F. Local Property Acquisition Program

- ~~1. As of September 30, 2014, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?~~

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

~~— Yes — No —~~

- ~~2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2015?
Type here.~~

VI. Additional Information for National Park Service Annual Products Report 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 http://www.nps.gov/clg/2015CLG_GPRA/FY2014_AnnualReportGuidance-May2015.docx.

A. CLG Inventory Program

During the reporting period (October 1, 2014-September 30, 2015) 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
Palo Alto Historical and Architectural Resources Report and Inventory	None

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

1. During the reporting period (October 1, 2014-September 30, 2015) 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 since October 1, 2014? **None**

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2014-September 30, 2015) 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 since October 1, 2014?

Name of Program	Number of Properties Added During 2014-2015	Total Number of Properties Benefiting From Program
Mills Act	None	1 (one)

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

1. During the reporting period (October 1, 2014-September 30, 2015) 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) **after** October 1, 2014?
Type here.

Name of Program	Number of Properties that have Benefited
Not applicable	Type here.

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2014-September 30, 2015) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission and/or staff review of local government projects or impacts on historic properties)? Yes No

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

2. If the answer is yes then, since October 1, 2014, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s)? **The HRB reviewed nine (9) development applications involving properties listed in the Palo Alto Historic Inventory.**

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2014-September 30, 2015) 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
2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2014?
Type here.

Name of Program	Number of Properties that have Benefited
Not applicable	Type here.

VII. In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

- A. What are the most critical preservation planning issues? **Public education and community/owner outreach continue to be the most critical preservation planning issues.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **In October 2014, the City re-staffed the Historic Resources Planner position, which was previously vacant for much of 2013-2014. The newly hired Historic Resources Planner acts as the CLG Coordinator and the HRB staff liaison.**

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

- C. What recognition are you providing for successful preservation projects or programs? **The 2015 Architectural Review Board (ARB) Design Awards included a “Preservation” category and awarded two preservation projects, the Stanford Hoover Pavilion and the Riconanda Library.**

- D. How did you meet or not meet the goals identified in your annual report for last year? **The City met last year’s goal of establishing a long range work program for the historic preservation program. On May 6, 2015, the HRB and the City Council conducted a Study Session to review the state of the City’s preservation program, to discuss issues and areas of concern, and to identify plans and programs to address preservation needs. The Study Session resulted in a list of preservation topics and recommended actions, which constitute the City’s work program, as summarized in the May 28, 2015 HRB report (see attached).**

- E. What are your local historic preservation goals for ~~2014-2015~~ 2015-2016? **Work program goals for 2015-2016 include: updating the department’s informational tools for historic preservation such as preservation procedural bulletins, webpages, and the City’s GIS; initiating a Modern Era context statement to use in identifying and evaluating “recent past” resources in Palo Alto; and reaching out to property owners in National Register- and California Register-listed districts regarding the possibility of local district designation.**

- F. 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? **CEQA peer review/technical advice.**

- G. 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
----------------------------	-------------------------

Certified Local Government Program -- 2014-2015 Annual Report

(Reporting period is from October 1, 2014 through September 30, 2015)

CEQA, SIS, Local Review Tools	Workshop, Webinar, Video Recording
-------------------------------	------------------------------------

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

G. Is there anything else you would like to share with OHP?

XII Attachments

- 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