

HISTORICAL COMMISSION 2016/17 Work Plan

Goal	Projects	Assignments	Target Date	City Priority related to	Status
Administer the annual Margaret Thompson Essay Contest	Administer the essay contest and coordinate with the Los Altos History Museum's Education Committee	<ul style="list-style-type: none"> • Coordinate outreach to Los Altos schools once an essay topic is established (Commissioner Welsh) • Receive and judge essay entries, and determine winners (1st, 2nd, 3rd) for each grade (Commissioner Welsh) • Prepare the award certificates (Commissioner Welsh) • Administer the Ice Cream Social to recognize winners (Commissioner Welsh) 	<ul style="list-style-type: none"> • Begins in December each year • Ends in May each year 	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is currently administering the project.
Implement the Historic Plaque Program	Administer the Historic Plaque program and coordinate with the Los Altos History Museum	<ul style="list-style-type: none"> • Coordinate outreach to historic resource property owners to solicit interest in receiving a historic plaque (Commissioner Ahmadjian-Baer) • Coordinate the ordering of plaques for historic resource properties (Commissioner Ahmadjian-Baer) • Administer and coordinate a recognition ceremony for plaque recipients with the Los Altos History Museum Commissioner Ahmadjian-Baer) • Administer and Coordinate with the Los Altos History Museum 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is currently administering the project.

		the installation of historic landmark plaques in the City's Historic Landmark Orchard*			
Administer the annual Historic Preservation Award	Review nominations, hear testimony and hold a vote to determine the award recipient	<ul style="list-style-type: none"> • Coordinate outreach by publicizing the historic preservation award (Commissioner Mabe) • Review nominations and vote on the historic preservation award recipient (All Commissioners) 	<ul style="list-style-type: none"> • Begins in February each year • Ends in May each year 	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The Historical Commission is actively administering the project.
Maintain the City's Certified Local Government Status	Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation	<ul style="list-style-type: none"> • Coordinate the preparation of the Certified Local Government (CLG) annual report (Commission Chair) • Coordinate a review of the DPR and Historic Resource listing for the City's Historic Landmark Orchard* • Historical Commission reviews and approves CLG annual report (All Commissioners) 	The Historical Commission approves the CLG in January.	The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource	The Historical Commission is actively administering the project.

	Seek historic education and training opportunities, with a focus on the local community activities and educational opportunities	<ul style="list-style-type: none"> Actively pursue historic education and training opportunities (All Commissioners) 	<ul style="list-style-type: none"> Begins in October 2015 Ends in September 2016 	Element of the General Plan.	
Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors	<ul style="list-style-type: none"> Coordinate the annual joint meeting with the Museum Board of Directors (Commissioner Trapnell) 	Summer each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	The joint meeting will occur in the summer of 2016.
	Seek opportunities to partner with the Museum on historic education and outreach	<ul style="list-style-type: none"> Actively coordinate with the Los Altos History Museum on current and future education and outreach programs (Commissioner Trapnell) 	All year		The Historical Commission is currently collaborating with the Los Altos History Museum on the Margaret Thompson Essay Contest, the Historic Preservation Award and the Historic Plaque program.
Update the Historical Commission	Provide information on structures participating in the	<ul style="list-style-type: none"> Coordinate a Historical Commission website update to add structures participating in 	Ongoing - To be determined.	The priority is related to the Historic Commission's purpose	No current action

Website	Historic Plaque program	the Historic Plaque program (Staff Liaison)		to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	No current action
	Provide additional information regarding the Historic Resource Inventory and Historic Plaque program	<ul style="list-style-type: none"> Coordinate a Historical Commission website update to add the Historic Resource and Historic Landmark inventory surveys (Unassigned) 	Ongoing – To be determined		
Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients	<ul style="list-style-type: none"> Develop a brochure for the Historical Plaque program houses in coordination with the Los Altos History Museum (Unassigned) 	Ongoing – To be determined	The City priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources.	No current action

* New assignments for the 2016/2017 Work Plan are noted in red