



# **Historical and Landmarks Commission**

**Item #3:  
2024-2025 Mills Act Audit**

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**Rebecca Bustos, Principal Planner  
Meha Patel, Associate Planner**



# Mills Act Program

- Economic incentive program for the restoration and preservation of qualified historic buildings by private property owners.
- The City conducts an audit of properties with a Mills Act contract every five years
- Last audit conducted in 2017
- 2022 Audit postponed to 2024 due to the COVID pandemic



# Mills Act Program Outreach

- Planning staff reached out to all Mills Act properties through mailed and email letters to self-report or schedule an on-site inspection.
- Property owners who did not respond to the initial requests sent via email and mail were subsequently contacted by telephone, certified mail, and attempted hand-delivered notices from Code Enforcement staff.



# Outreach

## Phase 1 Letters

Planning staff sent out letters to all Mills Act properties to submit a self-report or schedule on-site inspection.

## Phase 3 Letters

Mailed and email letters sent out to properties which did not respond in Phases 1 and 2.

## Phase 5 Letters

Certified mailed and email letters sent out to properties which did not respond in all four phases. Code Enforcement visited the properties to hand deliver letters as well.



## Phase 2 Letters

Letters sent out to properties which did not respond in Phase 1.

## Phase 4 Letters

Mailed and email letters sent out to properties which did not respond in Phases 1, 2, and 3.



# Completed Mills Act Audit

- Total 132 properties with Mills Act Contract.
  - 128 properties completed Mills Act Audit
  - 127 properties in compliance; one (1) out of compliance
  - Four (4) properties did not complete the Mills Act
- 96 properties with expired 10-year plans



## Next Steps

- Separate from the audit process, staff will work with properties with expired 10-year plans to prepare updated plans
- Work with out-of-compliance property to bring them into compliance or remove them from the program
- Proceed with nonrenewal or contract termination for the four (4) properties that failed to submit the completed audit.
- Next audit in 2030/2031



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