

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

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 info.calshpo@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 Santa Clara

Report Prepared by: Rebecca Bustos, Principal Planner and Liaison to the Historical and Landmarks Commission

Date of commission/board review: March 7, 2024

MINIMUM REQUIREMENTS FOR CERTIFICATION

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

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year?

None.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.
<https://www.codepublishing.com/CA/SantaClara/#!/SantaClara18/SantaClara18106.html#18.106>

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B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2022 – September 30, 2023, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
324 Madison Street	12/6/2022		12/23/2022
1053 Lexington Street	8/22/2023		9/28/2023

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		

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 or to the separate historic preservation element.

<http://www.santaclaraca.gov/home/showdocument?id=13934>

D. Review Responsibilities

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

- All projects subject to design review go the commission.

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- Some projects are reviewed at the staff level without commission review.

What is the threshold between staff-only review and full-commission review?

Authority to conduct architectural review of an application for the issuance of a permit for any sign, building, and structure or for alteration to the exterior of a structure in any zone district is vested in the Development Review Hearing by the City Council of the City of Santa Clara. Chapter 18.76 of the Zoning Ordinance of the City of Santa Clara delineates the powers and duties of the Development Review Hearing and outlines the process of architectural review. It is the practice of the City Council to grant limited authority of architectural review to the Director of Community Development. This authority is granted with the stipulation that the Director may, at his or her discretion, refer any item allowed for his or her review to the Development Review Hearing for resolution. Under direction from the Director of Community Development, staff, including the Liaison to the Historical & Landmarks Commission, review those projects within the Old Quad as well as all potentially historic properties over 50 years of age, and any proposed changes to properties within 200 feet of historic resources on the City's Historic Resources Inventory, for potential impacts to the City's historic resources. Any project that may have an identifiable impact on a historic resource or potentially eligible historic resource, and any development application within 200 feet of an identified historic resource, is forwarded with a staff report and recommendation to the Historical and Landmarks Commission for review and recommendation as required per the Historic Preservation Ordinance.

2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government.
- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government.

Environmental review is a part of the normal project review and requires no separate application. Proposals are evaluated under the California Environmental Quality Act (CEQA) to determine the appropriate level of CEQA analysis required. Per Historic Preservation Ordinance when City's Historical and Landmarks Commission review is required, the Commission is provided with opportunity to review and comment on the CEQA documents by agendaizing the item for a Commission meeting.

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3. Section 106 of the National Historic Preservation Act

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government.
See below.

- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government?
Environmental review is a part of the normal project review and requires no separate application. Per Historic Preservation Ordinance, when City’s Historical and Landmarks Commission review is required, the Commission is provided with opportunity to review and comment on the CEQA documents. Planning staff reviews the Section 106 requests, the Commission on occasion will review requests when the proposal directly impacts a historically designated resource.

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
Patricia Leung		August 21, 2018	June 30, 2027	HistoricalLandmarksCommission@santaclaraca.gov
Michael Celso		August 21, 2018	June 30, 2026	HistoricalLandmarksCommission@santaclaraca.gov
Ana Vargas-Smith		August 21, 2018	June 30, 2026	HistoricalLandmarksCommission@santaclaraca.gov
Megan Swartzwelder		August 26, 2019	February 2, 2023	HistoricalLandmarksCommission@santaclaraca.gov
Kathleen Romano		August 26, 2019	June 30, 2025	HistoricalLandmarksCommission@santaclaraca.gov
Amy Kirby	Public History	August 26, 2019	June 30, 2025	HistoricalLandmarksCommission@santaclaraca.gov
Ed Stocks		October 5, 2021	June 30, 2025	HistoricalLandmarksCommission@santaclaraca.gov

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Yvonne Inciarte		June 13, 2023	June 30, 2027	HistoricalLandmarksCommission@santaclaraca.gov
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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.

Currently all qualifications are met through City staff and volunteer advisors to the Commission.

2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled? *No vacancies.*

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If not, please provide the Commission staff member's contact information.
3. If the position(s) is not currently filled, why is there a vacancy?

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Rebecca Bustos, Principal Planner	Urban Planning	Community Development	rbustos@santaclaraca.gov
Lesley Xavier, Planning Manager	Urban Planning	Community Development	lxavier@santaclaraca.gov

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C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun 1	Jun 29	Aug	Sep
Patricia Leung	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Celso	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ana Vargas-Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Megan Swartzwelder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathleen Romano	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amy Kirby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ed Stocks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yvonne Inciarte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rebecca Bustos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: 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.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Ana Vargas-Smith	2023 California Preservation Conference (in-person)	Full day	California Preservation Foundation	4/19-4/21, 2023
Patricia Leung	2023 California Preservation Conference (webinar)	4 hours	California Preservation Foundation	4/26-4/27, 2023
Patricia Leung	Historic Preservation Bootcamp for Local Governments (webinar)	9 hours	California Preservation Foundation	11/3/2022 11/10/2022
Ed Stocks	Historic Preservation Bootcamp for Local Governments (webinar)	9 hours	California Preservation Foundation	11/3/2022 11/10/2022
Rebecca Bustos	2023 California Preservation Conference (webinar)	4 hours	California Preservation Foundation	4/26-4/27 2023

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

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

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Context Name	Description	How it is Being Used	Date Submitted to the OHP
None			Click or tap here to enter text.

B. New Surveys or Survey Updates (excluding those funded by the 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 the OHP
None						

Explain how you are using the survey data: Type here.

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date
National Preservation Month Website Information / In-person display at City Hall	The City posted information regarding Historic Preservation Month on social media and worked with the Commission to create a public display in City Hall.	May 2023

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ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2022 – September 30, 2023) 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. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
City of Santa Clara Historic Resource Inventory	Two (2)

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

1. During the reporting period (October 1, 2022 – September 30, 2023) 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 yes, how many properties have been added to your register or designated from October 1, 2022, to September 30, 2023? Two (2)

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2022 – September 30, 2023) did you have a Mills Act program? Yes No

2. If yes, how many properties entered into a contract from October 1, 2022, to September 30, 2023?

Name of Program	Number of Properties Added During 2022-2023	Total Number of Properties Benefiting From Program
Historical Preservation Contract (Mills Act)	Five (5)	169

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

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1. During the reporting period (October 1, 2022 – September 30, 2023) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No

2. If yes, how many properties have been assisted under the program(s) from October 1, 2022, to September 30, 2023?

Name of Program	Number of Properties that have Benefited
N/A	Type here.

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2022 – September 30, 2023) 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 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, 2022, to September 30, 2023?

The City staff review of local government projects or impacts on historic properties are not collected. It is the function of the Permit Center staff to review properties that are flagged in the system as resources that are over 50 years old and/or are within 200 feet of a listed resource. Projects flagged are referred to the Planning Division staff to provide guidance on the permit application. The Commission reviewed three (3) project within 200 feet of a historic resource as referenced in the Agendas and Minutes.

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2022 – September 30, 2023) 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) from October 1, 2022, to September 30, 2023?

Name of Program	Number of Properties that have Benefited
N/A	

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IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

- Whether or not you were able to participate in any of the free CAMP trainings in 2021, would you like to see the OHP fund CAMPs from the NACP in the future?
- What are your top three topics for future training provided by the OHP?

XII Attachments (electronic)

- 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: info.calshpo@parks.ca.gov