



City of Santa Clara

Meeting Agenda

Historical & Landmarks Commission

Thursday, January 3, 2019

7:00 PM

City Hall Council Chambers
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

DECLARATION OF COMMISSION PROCEDURES

REQUESTS FOR EXCEPTIONS, WITHDRAWALS AND CONTINUANCES

CONSENT CALENDAR

Consent Calendar items may be enacted, approved or adopted, based upon the findings prepared and provided in the written staff report, by one motion unless requested to be removed by anyone for discussion or explanation. If any member of the Historical and Landmarks Commission, staff, the applicant or a member of the public wishes to comment on a Consent Calendar item, or would like the item to be heard on the regular agenda, please notify Planning staff, or request this action at the Historical and Landmarks Commission meeting when the Chair calls for these requests during the Consent Calendar review.

1.A. 19-1715 [Action on Historical and Landmarks Commission Minutes of September 6, 2018](#)

Recommendation: Note and File the corrected Historical and Landmarks Commission Minutes of September 6, 2018.

1.B. 19-1714 [Action on Historical and Landmarks Commission Minutes of November 1, 2018](#)

Recommendation: Approve the Historical and Landmarks Commission Minutes of November 1, 2018.

PUBLIC PRESENTATIONS

Members of the public may briefly address the Commission on any item not on the agenda.

PUBLIC HEARING / GENERAL BUSINESS

The following items from this Historical and Landmarks Commission agenda will be scheduled for further review following the conclusion of hearings and recommendations by the Historical and Landmarks Commission. Please contact the Planning Division office for information on the schedule of hearings for these items.

2. 19-1716 [Review CLG Annual Report for 2017-2018](#)

- Recommendation:**
- 1) That the each Commissioner completes the Statement of Qualifications, provide information on Section II.D. Training Received.
 - 2) That the Commission reviews the Annual Report Template and provide guidance on Additional Information for the NPS and OHP found on pages 8-12.

REPORTS OF COMMISSION / COMMITTEE

Announcements / Other Items

- *Fiscal Work Plan*
- *Preservation Month Activities*

Board or Committee Assignments

- *Santa Clara Arts and Historic Consortium (Estes / Leung Alternate)*
- *Historic Preservation Society of Santa Clara (Vargas-Smith)*
- *Old Quad Residents Association (Leung / Vargas-Smith as alternate)*
- *Architectural Committee (Leung / Vargas-Smith as alternate)*
- *Agnews Historic Cemetery Museum Committee (Standifer / Biagini as alternate)*
- *BART/ High Speed Rail/ VTA BRT Committee (Vargas-Smith / Cherukuru as alternate)*
- *Zoning Ordinance Update (Biagini)*
- *El Camino Real Specific Plan Community Advisory Committee (Biagini)*
- *Downtown Revitalization (Vargas-Smith)*

Commissioner Travel and Training Reports, Requests to Attend Training

- *Leadership Santa Clara: Applications due by January 11, 2019*
<http://santaclaraca.gov/residents/volunteer/leadership-santa-clara>

HLC LIAISON REPORT

City Council and Planning Commission Actions

Upcoming Agenda Items

- *Joint Dinner with City Council March 5, 2019 - February*
- *Review of Street Name List - TBD*
- *CEQA Training for HLC - TBD*
- *Capital Improvements Budget (CIP) Review - April / May*
- *Fiscal Work Plan - TBD*
- *Preservation Month Activities - TBD*

ADJOURNMENT

The next regular scheduled meeting is on Thursday, February 7, 2019 at 7:00 p.m. in the City Council Chambers



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

19-1715

Agenda Date: 1/3/2019

REPORT TO HISTORICAL AND LANDMARKS COMMISSION

SUBJECT

Action on Historical and Landmarks Commission Minutes of September 6, 2018

BACKGROUND

The Historical and Landmarks Commission Minutes of September 6, 2018, which were previously approved, had the wrong project address for File#18-993. The project address has been changed to 1311 Lewis Street. The revised HLC Minutes of September 6, 2018 is attached and correctly shows the updated address.

RECOMMENDATION

Note and File the corrected Historical and Landmarks Commission Minutes of September 6, 2018.

Reviewed by: Yen Han Chen, Associate Planner

Approved by: Gloria Sciara, AICP, Development Review Officer

ATTACHMENTS

1. Revised HLC Minutes of September 6, 2018



**MINUTES
Thursday, September 6, 2018
Regular Meeting – 7:00 P.M.**

Please refer to the Historical and Landmarks Commission Procedural Items guideline for information on all procedural matters.

ITEMS FOR COUNCIL ACTION

The following items from this Historical and Landmarks Commission agenda will be scheduled for Council review following the conclusion of hearings and recommendations by the Historical and Landmarks Commission. Due to timing of notices for Council hearings and the preparation of Council agenda reports, these items will not necessarily be heard on the date the minutes from this meeting are forwarded to the Council. Please contact the Planning Division office for information on the schedule of hearings for these items:

- 18-1237 Public Hearing: Consideration of adding names of Santa Clara Police Department's Fallen Officers to the City's Street Name List
- 18-1107 Public Hearing: Consideration of Historic Resource Inventory Property Designation and Historical Preservation Agreement (Mills Act Contract) for 1226 Jackson Street
- 18-1100 Public Hearing: Consideration of Historical Preservation Agreement (Mills Act Contract) for the property at 1393 Santa Clara Street
- 18-993 Public Hearing: Consideration of Historical Preservation Agreement (Mills Act Contract) for 1311 Lewis Street

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m.

Commissioners Present 7: Nancy Biagini, Michael Celso, Priya Cherukuru, Stephen Estes, Patricia Leung, Ana Vargas-Smith and J.L. "Spike" Standifer

Staff Present: Yen Han Chen, Associate Planner, Rebecca Bustos, Associate Planner, and Nimisha Agrawal, Assistant Planner

DISTRIBUTION OF AGENDA AND STAFF REPORTS

Copies of current agendas and staff reports for each of the items on the agenda are available from the Planning Division office and City website on the Friday afternoon preceding the meeting and are available at the Commission meeting at the time of the hearing.

DECLARATION OF COMMISSION PROCEDURES

Chair Estes reviewed the Historical and Landmarks Commission procedures for those present.

REQUESTS FOR WITHDRAWALS, CONTINUANCES AND EXCEPTIONS

- A. Withdrawals - None
- B. Continuances - None
- C. Exceptions (requests for agenda items to be taken out of order) – None

PUBLIC PRESENTATIONS

Members of the public may briefly address the Commission on any item not on the agenda.

- None

ORAL PETITIONS/ANNOUNCEMENTS AND COMMUNICATIONS

Members of the public may briefly address the Commission on any item not on the agenda.

- None

CONSENT CALENDAR

Consent Calendar items may be enacted, approved or adopted, based upon the findings prepared and provided in the written staff report, by one motion unless requested to be removed by anyone for discussion or explanation. If any member of the Historical and Landmarks Commission, staff, the applicant or a member of the public wishes to comment on a Consent Calendar item, or would like the item to be heard on the regular agenda, please notify Planning staff, or request this action at the Historical and Landmarks Commission meeting when the Chair calls for these requests during the Consent Calendar review.

- 1.A. 18-1239** Action on Historical and Landmarks Commission Minutes of June 7, 2018.
- Recommendation:** Approve the Historical and Landmarks Commission Minutes of June 7, 2018.
- Motion/Action:** A motion was made by Commissioner Biagini and seconded by Commissioner Leung to approve the Minutes for the meeting of June 7, 2018 (4-0-0-3, Cherukuru, Celso, Vargas-Smith, abstain).
- 1.B. 18-1070** Public Hearing: Consideration of HLC Referral for Projects near Historic Resource Inventory Properties and Design Review of Single-Family House Relocation and a New Accessory Dwelling Unit at 1653 Fremont Street.
- Recommendation:** Staff recommends that the Historical and Landmarks Commission recommend that the proposal be reviewed at the Architectural Committee for approval, subject to the following condition: Submit plans for final architectural review to the Planning Division and obtain architectural approval prior to issuance of building permits. Said plans to include, but not be limited to: site plans, floor plans, elevations, landscaping, and lighting.

Motion/Action: A motion was made by Commissioner Biagini and seconded by Commissioner Cherukuru to approve (7-0-0-0).

1.C. 18-1104 Public Hearing: Consideration of HLC Referral for projects near Historic Resource Inventory Properties for the property at 594 Saratoga Avenue.

Recommendation: Staff recommends that the Historical and Landmarks Commission forward a recommendation to the Architectural Committee, that the project is generally consistent with the City's Single-Family and Duplex Residential Design Guidelines and is compatible with the neighborhood.

Motion/Action: A motion was made by Commissioner Biagini and seconded by Commissioner Cherukuru to recommend that the Architectural Committee approve the project (7-0-0-0).

***** **END OF CONSENT CALENDAR** *****

PUBLIC HEARING / GENERAL BUSINESS

2. 18-1237 Public Hearing: Consideration for adding names of Santa Clara Police Department's Fallen Officers to the City's approved List of Street Names.

Recommendation: Staff recommends that the Historical and Landmarks Commission find the inclusion of fallen officers to be important and touching tribute to our fallen officers and therefore, recommend Council approve adding the names of three fallen officers to the Street Name List: Sergeant Ben Mendis, Police Officer William Rickabaugh and Night Watchman George Whybark.

Associate Planner Yen Han Chen presented the request for adding the fallen Police Officers to the City's approved List of Street Names. He noted this request was supported by the Police Chief's office. One member of the public spoke in favor of the request.

Motion/Action: A motion was made by Commissioner Cherukuru and seconded by Commissioner Biagini to recommend that Council approve adding names of Santa Clara Police Department's Fallen Officers to the City's Approved List of Street Names (7-0-0-0).

3. 18-979 Public Hearing: Consideration of a Significant Property Alteration Permit to legalize a rear addition to the existing residence, and allow the demolition of an existing garage and construction of a detached accessory dwelling unit (ADU) at a Mills Act property located at 1415 Benton Street.

Recommendation: Staff recommends that the Historical and Landmarks Commission finds that existing shed roof addition the construction of the new small ADU is compatible with the Secretary of the Interior Standards for Rehabilitation and does not have an adverse impact on the historical significance of the house; and find that the garage is not a contributing factor to the residence's historic status and therefore recommends approval of the shed roof addition and demolition of the existing garage and construction of a detached accessory unit at a Mills Act property located at 1415 Benton Street to the Director of Community Development.

Associate Planner Rebecca Bustos presented the project. Associate Planner Yen Chen noted that proposal also clarifies items on the original 10 Year Plan and explained the 25% rule for additions to Mills Act Contract properties. He noted the 25% general rule is not applied towards ADUs. The Commissioners had several questions on the size and location of the ADU and the permitting of the illegal addition. Ms. Bustos provided the parking standards for the proposed ADU. The applicant answered questions posed by the Commissioners. No comments were received during the public comment period. The architect address comments on code issues and basement egress necessary for habitable space in the basement.

Motion/Action:

A motion was made by Commissioner Cherukuru and seconded by Commissioner Biagini to recommend that Council approve the construction of the new ADU, subject to distinguishing the material from the historical residence (7-0-0-0).

A motion was made by Commissioner Cherukuru and seconded by Commissioner Leung to recommend that Council approve the demolition of the existing garage and legalization of the prior addition (7-0-0-0).

4. 18-1107

Public Hearing: Consideration of Historic Resource Inventory Property Designation and Historical Preservation Agreement (Mills Act Contract) for 1226 Jackson Street

Recommendation:

Staff recommends that the Historical and Landmarks Commission find that the Mills Act Application and associated 10-Year Restoration and Maintenance Plan accomplish the intent of preserving and maintaining the historical significance of the Historic Property and, therefore, recommend Council approval of adding the property to the HRI, the approval of a Mills Act Contract and the adoption of a 10-Year Restoration and Maintenance Plan associated with the Historical Preservation Agreement.

Associate Planner Rebecca Bustos presented the project. No comments were received during the public comment period. The applicant addressed comments from the Commissioners.

Motion/Action:

A motion was made by Commissioner Biagini and seconded by Commissioner Leung to recommend that Council approve adding the property to the HRI (7-0-0-0).

A motion was made by Commissioner Biagini and seconded by Commissioner Cherukuru to recommend that Council approve the Mills Act Contract and the adoption of the 10-Year Restoration and maintenance Plan (7-0-0-0).

A motion was made by Commissioner Cherukuru and seconded by Commissioner Leung to approve a small bronze plaque, circa 1904 as the period of significance, subject to the HRI listing and Mills Act Contract approval by Council (7-0-0-0).

5. 18-1100

Public Hearing: Consideration of Historical Preservation Agreement (Mills Act Contract) for the property at 1393 Santa Clara Street.

Recommendation: Based upon the analysis and findings of the historical evaluation, Staff recommends that the Commission forward a recommendation to the City Council for approval of the Mills Act Contract application, including the adoption of a 10-Year Rehabilitation and Maintenance Plan associated with this Historical Preservation Agreement.

Commissioner Leung recused herself and exited the room. Associate Planner Yen Han Chen presented the project. During the public comment period, a neighbor noted the amount of work necessary to upkeep these historical properties, and spoke in favor of the project. Public comment period closed. The applicant address questions from the Commissioners.

Motion/Action: A motion was made by Commissioner Celso and seconded by Commissioner Cherukuru to recommend that Council approve the Mills Act Contract and the adoption of the 10-Year Restoration and maintenance Plan (6-0-1-0, Leung recused).

A motion was made by Commissioner Celso and seconded by Commissioner Biagini to approve a small bronze plaque, subject to the Mills Act Contract approval by Council (6-0-1-0, Leung recused).

6. 18-993 Public Hearing: Consideration of Historical Preservation Agreement (Mills Act Contract) for the property at 1311 Lewis Street.

Recommendation: Based upon the analysis and findings of the historical evaluation, Staff recommends that the Commission forward a recommendation to the City Council for approval of the Mills Act Contract application, including the adoption of a 10-Year Rehabilitation and Maintenance Plan associated with this Historical Preservation Agreement.

Assistant Planner Nimisha Agrawal presented the project. No comments were received during the public comment period. The applicant addressed comments from the Commissioners.

Motion/Action: A motion was made by Commissioner Cherukuru and seconded by Commissioner Estes to recommend that Council approve the Mills Act Contract and the adoption of the 10-Year Restoration and maintenance Plan (7-0-0-0).

A motion was made by Commissioner Cherukuru and seconded by Commissioner Celso to approve a small bronze plaque, subject to the Mills Act Contract approval by Council (7-0-0-0).

OTHER BUSINESS

Members of the public may address the Commission on items listed under Other Business. Generally correspondence received for the Commission is provided under this section. Please see the attached report for listing of correspondence.

7. 18-1241 Action on Other Business before Historical and Landmarks Commission

Recommendation: There are four items for considerations:

- New Commissioners: Michael Celso and Ana Vargas-Smith
- Election of Commission Officers

- Commission/Board Liaison Assignments
- SVP pole installation

The new Commissioners introduced themselves. Commissioner Leung explained that SVP wanted to place replacement poles directly in the front of two historical homes on her street. The Commissioner discussed the need to limit capital projects on historical sources. Mr. Chen noted annually the Capital Projects are approved by Council, and there is an opportunity for input at that time.

Motion/Action: By vote of the Commissioners, Priya Cherukuru was elected Chair and Stephen Estes as elected Vice Chair.

By consensus the Commissioners, the Commission/Board and Liaison Assignments are updated to reflect the new assignments.

By consensus the Commissioners, the review of the Capital Improvements Projects Budget was added to their future work item.

HLC LIAISON REPORT

City Council and Planning Commission Actions - None

Monthly Report on HT Properties: Residential Reversions - None

COMMISSIONERS REPORT

Commission / Board Liaison and Committee Reports

- Santa Clara Arts and Historic Consortium (Estes / Leung Alternate)
- Historic Preservation Society of Santa Clara (Vargas-Smith)
- Old Quad Residents Association (Leung / Vargas-Smith as alternate)
- Architectural Committee (Leung / Vargas-Smith as alternate)
- Agnews Historic Cemetery Museum Committee (Standifer / Biagini as alternate)
- BART/ High Speed Rail/ VTA BRT Committee (Vargas-Smith / Cherukuru as alternate)
- Zoning Ordinance Update (Biagini)
- El Camino Real Specific Plan Community Advisory Committee (Biagini)

COMMISSION ACTIVITIES

Commissioner Travel and Training Reports

Commission Leung reported on her visit to Hearst Castle. Associate Planner Yen Han Chen noted opportunities for training online via webinars is available through the State Historical Preservation Office as well as California Preservation Foundation and National Trust.

UPCOMING AGENDA ITEMS

Review of Street Name List - TBD

CEQA Training for HLC - TBD

Review of CIP budget – April/May

ADJOURNMENT

The next regular Historical and Landmarks Commission meeting will be held on Thursday, October 4, 2018 at 7:00 p.m. in the City Council Chambers.

PREPARED:



Yen Chen
Associate Planner

APPROVED:



Gloria Sciara, AICP
Development Review Officer

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

19-1714

Agenda Date: 1/3/2019

REPORT TO HISTORICAL AND LANDMARKS COMMISSION

SUBJECT

Action on Historical and Landmarks Commission Minutes of November 1, 2018

RECOMMENDATION

Approve the Historical and Landmarks Commission Minutes of November 1, 2018.

Reviewed by: Yen Han Chen, Associate Planner

Approved by: Gloria Sciara, AICP, Development Review Officer

ATTACHMENTS

1. Historical and Landmarks Commission Minutes of November 1, 2018



**MINUTES
Thursday, November 1, 2018
Regular Meeting – 7:00 P.M.**

CALL TO ORDER AND ROLL CALL

Chair Cherukuru called the meeting to order at 7:00 p.m.

Present 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith

Absent 2 - Commissioner J.L. "Spike" Standifer and Commissioner Michael Celso

Staff Present - Yen Han Chen, Associate Planner, and Jeff Schwilk, Associate Planner

DECLARATION OF COMMISSION PROCEDURES

Chair Cherukuru reviewed the Historical and Landmarks Commission procedures.

REQUESTS FOR EXCEPTIONS, WITHDRAWALS AND CONTINUANCES

None.

CONSENT CALENDAR

- 1.A. 18-1381** Action on Historical and Landmarks Commission Minutes of October 4, 2018
- Recommendation** Approve the Historical and Landmarks Commission Minutes of October 4, 2018.
- A motion was made by Commissioner Vargas-Smith and seconded by Commissioner Estes to approve the Minutes for the meeting of September 6, 2018 with minor spelling edits to names (6-0-0-1, Standifer absent).**

PUBLIC PRESENTATIONS

None.

PUBLIC HEARING / GENERAL BUSINESS

- 2. 18-1404** Public Hearing: Listing on the City's Historic Resources Inventory, Mills Act Contract, and Design Review and SPA Permit for 820 Civic Center Drive
- Recommendation** Staff recommends the Historical and Landmarks Commission find that the house will retain sufficient integrity as a significant example of Spanish Colonial Revival architecture through the construction of the proposed addition, subject to the procedures outlined in the September 17, 2018 Preservation Plan prepared by Bonnie Bamberg of Urban Programmers, and recommend approval of the following:

- 1) That, based upon the historic survey (DPR) and the evaluations of the proposed remodel and additions to the property, the Commission forward a recommendation to the City Council for approval of the designation and addition of this property to the City's Historic Resource Inventory;
- 2) That, based upon the analysis and findings of the historical evaluation, the Commission forward a recommendation to the City Council for approval of the Mills Act Contract application, including the adoption of a 10-Year Rehabilitation and Maintenance Plan associated with this historical preservation agreement; and,
- 3) That, based upon the analysis and findings of the historical evaluation, the Commission forward a recommendation of approval for issuance of a Significant Property Alteration (SPA) Permit to the Director of Community Development for the proposed addition, subject to the procedures outlined in the September 17, 2018 Preservation Plan prepared by Bonnie Bamburg of Urban Programmers, and subject to the additional condition that an updated Historic Survey (DPR) be prepared by the property owner and submitted to the City for the property following completion of the above-referenced addition and remodel improvements to house.

Public Speaker(s): Michael Fisher
Cheryl Fisher
1 Member of the Public

A motion was made by Commissioner Biagini and seconded by Commissioner Leung to recommend approval of the historic designation and addition of the property to the City's Historic Resource Inventory.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith

Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was made by Commissioner Estes and seconded by Commissioner Biagini to recommend approval of the requested Mills Act Contract, including the adoption of the proposed associated 10-year Rehabilitation and Maintenance Plan, considering the option of the property owners to include in the 10-year plan, the preservation or restoration or rehabilitation of the adobe brick retaining wall and lamp pillars.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith

Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was made by Commissioner Estes and seconded by Commissioner Biagini to recommend approval of the issuance of a Significant Property Alteration (SPA) Permit for the proposed addition and covered parking placement, subject to the recommended conditions of approval in the staff report, and subject to the added condition that the adobe brick retaining wall and pillars not be removed as part of the scope of the SPA, upon further review of how the State Historic Building Code may be applied to preserve the status of the existing wall and pillars.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was further made by Commissioner Leung and seconded by Commissioner Vargas-Smith to authorize the order of a small bronze plaque to be inscribed with the date “c.1935” for placement on the property upon approval of the requested Mills Act Contract.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

3. 18-1460 Public Hearing: Mills Act Contract for 1217 Harrison Street

Recommendation Based upon the analysis and findings of the historical evaluation survey, staff recommends that the Commission forward a recommendation to the City Council for approval of the Mills Act Contract application, including the adoption of 10-Year Rehabilitation and Maintenance Plan associated with this historical preservation agreement.

Public Speaker(s): Suyog Kishor Kotecha

A motion was made by Commissioner Biagini and seconded by Commissioner Vargas-Smith to recommend City Council approval of the Mills Act contract, including the adoption of the 10-Year Rehabilitation and Maintenance Plan.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was further made by Commissioner Leung and seconded by Commissioner Vargas-Smith to authorize the order of a small bronze plaque to be inscribed with the date “c.1891” for placement on the property upon approval of the requested Mills Act Contract.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

4. 18-1355 Public Hearing: Consideration of 2017-2018 Historical Property Preservation Agreement Audit (Mills Act Contracts)

Recommendation Staff recommends that the Commission note and file 2017 2018 Mills Act Contracts Audit; and Based on the updated 2017 2018 Mills Act Contracts Audit, that the Commission forward a recommendation of cancellation or nonrenewal of Mills Act Contracts for the following properties:

- 1895 Catherine Street
- 1236 Jackson Street
- 742 Jefferson Street
- 1711 Main Street
- 741 Lincoln Street

- 1751 Benton Street
- 1695 Market Street
- 1212 Pierce Street
- 864 Madison Street
- 758 Jackson Street
- 906 Monroe/1341 Homestead

Public Speaker(s): Tim Hatch
 Paul Yang
 Tim Harper
 Ivan Lam
 Jonathan Evans
 Butch Disessa
 Patrick and Tedra Nikolai (not present/submitted letter)

A motion was made by Commissioner Estes and seconded by Commissioner Leung to note and file the 2017-2018 Mills Act Contracts Audit.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was made by Commissioner Estes and seconded by Commissioner Biagini to recommend that staff formalize a Mills Act Contract Enforcement Plan to ensure that property owners know of their obligations and contractual requirements, include making the 10 Year plans contract terms reasonable, flexible, and enforceable, and to hold public comment on the Plan.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was made by Commissioner Estes and seconded by Commissioner Cherukuru to recommend that staff, based on the public comment received, work with the property owners that have responded to the audit, to review information based on the efforts of maintenance and upkeep of the historical resource based on Secretary of Interior Standards, and to based the whole of the audit on the good faith efforts and not just on the 10 year plan.

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

A motion was made by Commissioner Estes and seconded by Commissioner Cherukuru to recommend that staff send out request via Certified Mail for participation in the Mills Act audit for those that have not responded and report back to the Historical and Landmarks Commission

Aye: 5 – Commissioner Nancy Biagini, Chair Priya Cherukuru, Vice Chair Stephen Estes, Commissioner Patricia Leung, and Commissioner Ana Vargas-Smith
Absent: 2 – Commissioner Celso and Commissioner Standifer

REPORTS OF COMMISSION/BOARD LIAISON AND COMMITTEE

1. Announcements / Other Items

None

2. Board or Committee Assignments

- Santa Clara Arts and Historic Consortium (Estes / Leung Alternate)
- Historic Preservation Society of Santa Clara (Vargas-Smith)
- Old Quad Residents Association (Leung / Vargas-Smith as alternate)
- Architectural Committee (Leung / Vargas-Smith as alternate)
- Agnews Historic Cemetery Museum Committee (Standifer / Biagini as alternate)
- BART/ High Speed Rail/ VTA BRT Committee (Vargas-Smith / Cherukuru as alternate)
- Zoning Ordinance Update (Biagini)
- El Camino Real Specific Plan Community Advisory Committee (Biagini)
- Downtown Revitalization (Vargas-Smith)

Commissioners provided an updated on board and committee assignments.

3. Commissioner Travel and Training Reports

Commissioner Cherukuru provided an update on CEQA training she attended.

HLC LIAISON REPORT

1. City Council and Planning Commission Actions

Staff Liaison Yen Han Chen provided updates on the City Council and Planning Commission items.

2. Upcoming Agenda Items

- Review of Street Name List - TBD
- CEQA Training for HLC - TBD
- Capital Improvements Budget (CIP) Review - April / May
- Fiscal Work Plan - TBD
- Preservation Month Activities – TBD

Staff Liaison Yen Han Chen provided updates on upcoming agenda items. **Chair Cherukuru** requested that the Fiscal Work Plan and Preservation Month Activities be added to the next meeting agenda.

ADJOURNMENT

The meeting was adjourned at 11:30 p.m. The next regular scheduled meeting is on Thursday, December 6, 2018 at 7:00 p.m. in the City Council Chambers.

PREPARED:


Yen Chen
Associate Planner

APPROVED:


Gloria Sciara, AICP
Development Review Officer

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Agenda Report

19-1716

Agenda Date: 1/3/2019

REPORT TO HISTORICAL AND LANDMARKS COMMISSION

SUBJECT

Review CLG Annual Report for 2017-2018

BACKGROUND

OHP collects information related to how the CLG program is working. NPS gathers products information, i.e., numbers of properties designated, etc. These two reports have been combined into one for the CLGs in California. The OHP will provide the information directly to NPS on our behalf.

In order to complete for a 2019-2020 CLG Grant, the City must have submitted the annual report for the period October 1, 2017 through September 20, 2018. The CLG Annual Report 2017-2018 is due on February 15, 2019.

RECOMMENDATION

- 1) That the each Commissioner completes the Statement of Qualifications, provide information on Section II.D. Training Received.
- 2) That the Commission reviews the Annual Report Template and provide guidance on Additional Information for the NPS and OHP found on pages 8-12.

Reviewed by: Yen Han Chen, Associate Planner

Approved by: Gloria Sciara, AICP, Development Review Officer

ATTACHMENTS

1. CLG Statement of Qualifications
2. CLG 2017-2018 Annual Report Template

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government _____

Name of Commissioner _____

Date of Appointment: _____

Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.

At least two 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.

Are you a professional in one of the disciplines associated with historic preservation?

_____Yes

_____No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

Certified Local Government Program -- 2017-2018 Annual Report

(Reporting period is from October 1, 2017 through September 30, 2018)

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

Type here.

Report Prepared by: Type here.

Date of commission/board review: Type here.

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.

Type here.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. Type here.

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

1. During the reporting period, October 1, 2017 – September 30, 2018, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
Type here.	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

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. Type here.

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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? [Type here.](#)

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? [Type here.](#)

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? [Type here.](#)

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? [Type here.](#)

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? [Type here.](#)
- 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? [Type here.](#)

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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
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

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

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?
2. If the position(s) is not currently filled, why is there a vacancy? Type here.

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Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Type here.	Type here.	Type here.	Type here.

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
Type here.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

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 OHP)

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.

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Context Name	Description	How it is Being Used	Date Submitted to OHP

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
Type here.	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
Type here.	Type here.	Type here.	Type here.	Type here.

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

Item or Event	Description	Date
Type here.	Type here.	Type here.

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS 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 at http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

During the reporting period (October 1, 2017-September 30, 2018) 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
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Type here.	Type here.
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B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2017-September 30, 2018) 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 from October 1, 2016 to September 30, 2017?

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2017-September 30, 2018) 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, 2017 to September 30, 2018?

Name of Program	Number of Properties Added During 2016-2017	Total Number of Properties Benefiting From Program
Type here.	Type here.	

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

1. During the reporting period (October 1, 2017-September 30, 2018) 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, 2017 to September 30, 2018? Type here.

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

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2017-September 30, 2018) 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, 2017 to September 30, 2018? Type here.

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2017-September 30, 2018) 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, 2017 to September 30, 2018? Type here.

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

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IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? *Type here.*
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? *Type here.*
- C. What recognition are you providing for successful preservation projects or programs? *Type here.*
- D. How did you meet or not meet the goals identified in your annual report for last year? *Type here.*
- E. What are your local historic preservation goals for 2018-2019? *Type here.*
- 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? *Type here.*
- 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
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Type here.	Type here.
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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