



Agenda Report

20-803

Agenda Date: 9/3/2020

REPORT TO HISTORICAL AND LANDMARKS COMMISSION

SUBJECT

Election of Historical and Landmarks Commission Chair and Vice Chair

BACKGROUND

City commissions rotate the position of Chair and Vice Chair each year during the beginning of the new Fiscal Year which commences on July 1. The roles of the Chair and Vice Chair are defined in the Procedures section of the City's Board, Commissions, and Committee Handbook. The Historical and Landmarks Commission Chair is responsible for the following duties:

- Preside at all official meetings of the City commission
- Consult with the staff liaison on the meeting agenda
- Attend City Council meetings as needed to represent the City commission
- Sign correspondence on behalf of the City commission

Responsibility of the Vice Chair:

- Substitute for the Chair as needed

DISCUSSION

Patricia Leung serves as the current Historical and Landmarks Commission Chair, and Stephen Estes serves as the current Vice Chair. The Historical and Landmarks Commission may vote to elect a new Chair and Vice Chair to serve a one-year term ending on June 30, 2021. After nominations, voting and election of each officer, the new officers will assume their positions at the October 1 Historical and Landmarks Commission meeting.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this item aside from administrative cost and expenses.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's

Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> .

RECOMMENDATION

Elect a new Historical and Landmarks Commission Chair and Vice-chair.

Reviewed by: Rebecca Bustos, Senior Planner, Staff Liaison to the Historical and Landmarks Commission

Approved by: Gloria Sciara, Development Review Officer