



## Agenda Report

20-990

Agenda Date: 11/17/2020

### REPORT TO COUNCIL

#### SUBJECT

Action on a Resolution Amending in Part Resolution No. 5195, Setting the Start Time of Regular Meetings of the Historical and Landmarks Commission and Approving the 2021 Historical and Landmarks Commission Calendar of Meetings

#### COUNCIL PILLAR

Promote and Enhance Economic, Housing and Transportation Development.

#### BACKGROUND

The City Code states that each board or commission shall hold regular meetings at the times and on the days indicated by resolution of the City Council. Resolution 5195 (Attachment 1), which was adopted by the City Council in 1987, states that the Historical and Landmarks Commission (HLC) shall hold meetings on the first Thursday of each month at 7:00 p.m. except when such day falls on a City holiday.

#### DISCUSSION

At the September 5, 2019 meeting the HLC recommended a modified start time for their meetings to begin at 6 p.m. It was subsequently determined that because the start time for HLC meetings was initially set through a Resolution of the City Council a new Resolution is required to make a modification. A draft resolution, which would amend the previously adopted Resolution 5195 in regard to the HLC scheduling of regular meetings, is attached to this report (Attachment 3).

At the October 1, 2020 meeting the HLC reviewed and recommended approval of the 2021 Calendar of Meetings. The proposed resolution for City Council approval establishes the 6 p.m. HLC start time and the 2021 Calendar of Meetings.

#### 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(b)(5) in that it is a government organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

There is no fiscal impact other than administrative time and expense to set the meetings.

#### COORDINATION

This report has been coordinated with the City Attorney's Office.

#### 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) <<mailto:clerk@santaclaraca.gov>>.

**RECOMMENDATION**

Adopt a Resolution amending in part Resolution No. 5195, setting the start time of regular Historical and Landmarks Commission meetings, and approving the 2021 Historical and Landmarks Commission of Meetings.

Reviewed by: Andrew Crabtree, Director, Community Development  
Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Resolution 5195
2. 2021 Historical and Landmarks Commission Calendar of Meetings
3. Resolution