



## HISTORICAL COMMISSION MINUTES

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Regular Meeting of Monday, February 28, 2005  
Los Altos Community Meeting Chambers, City Hall  
One North San Antonio Road, Los Altos, California 94022

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### ROLL CALL

**PRESENT:** P. Foerster, Chair; J. Drewes, Vice Chair; Commissioners – V. Carpenter, F. Durekas, J. Hamblin, K. Girdley, and L. Schink.

### APPROVAL OF MINUTES

COMMISSIONER CARPENTER MOVED that the minutes of the April 2004 meeting be approved. THE MOTION WAS SECONDED BY VICE-CHAIR DREWES. (Passed by the 4 Commissioners present in 2004.) COMMISSIONER DUREKAS MOVED that the minutes of the January 2005 meeting be approved as corrected (Corrections include: Under 1a—noting the votes of Vice-Chair Drewes and Commissioner Girdley against allowing demolition of 448 Cherry; 1b describes a “wooden shingle effect” and substitutes “slate slag” for “slate tile;” in the roofing description; item 1g; “empowered to formulate recommendations” on the Griffin House; Commission Discussions and reports: b. the Walking Tour copy revisions are in progress; c. History of the Greater Los Altos Area was tabled to a future meeting. THE MOTION WAS SECONDED BY VICE-CHAIR DREWES. Passed (7-0).

### PUBLIC COMMENTS

No Public Comment was presented at the meeting.

### DISCUSSION/ACTION ITEMS

1. **CHAIRMAN’S REPORT – FOERSTER**
  - a. Dorothy Blake (Commission applicant) was re-introduced.
  - b. Review of Proposed Addition to the Municipal Code Regarding Conducting Research for the Historic Resources Inventory (property, Heritage Trees) – Chair Foerster mentioned that the agreement between the City and the Historical Commission on research may be spelled out in the Municipal Code. It may require addition of an item K. under the “Powers and Duties.” The Commissioner Handbook may be changed to reflect the discussion at the Joint Study Session.

Ideas covered included a copy of the training manual for museum Collections' volunteers; receiving a copy of the museum's bylaws (related to the 501-c-3 non-profit); and a copy of the museum's Mission and Vision Statement.

- c. Commission Policy Re: Evaluation of Changes to Historic Resources Inventory Properties (HRI) – Each commissioner reviews properties themselves. The Commission discussed their vote on the approval of potential demolition of 448 Cherry. By consensus, it was established that all present would stick to their vote in January (Commissioner Durekas was not present.).
- d. Process Chart of How Property Owners Work with the Planning Division and Historical Commission—Distributed.
- e. Commissioner Resource Volunteer Status (Process Chart of Research Inquiries to Los Altos History Museum Distributed) Commissioner Girdley made the motion that the Commission have commissioners trained to work in the collections, exclusively for the Historic Resources Inventory research. (Please see the minutes of September '04). Motion seconded by Commissioner Carpenter. (Passed 7-0.)
- c. Budget 2005-2007 – Commissioner Girdley moved that the budget request be approved. Seconded by Vice-Chair Drewes. (Passed 7-0.)
- d. Certified Local Government Annual Report—This report will be distributed for the next meeting.
- e. Griffin House Letter—Foerster reported he had not been able to contact residents who were interested in a letter of support to Foothill College.
- f. State Office of Historic Preservation (OHP) Meeting on Historic Preservation Ordinances – Chair Foerster and Commissioner Girdley reported that the City of Los Altos' Historic Preservation Ordinance is well done by comparison to the model ordinances discussed. Dana Peake, staff liaison to the Santa Clara County Historical Heritage Commission was present. Information developed for properties within the "Los Altos' sphere of influence" may be sent to her at the County of Santa Clara Planning Department.
- g. OHP Access 2000 Template for HRI's – Marie Nelson of the California State Office of Historic Preservation promoted the revisions they are making to the current Access 2000-based HRI template at the workshop on model ordinances.

## **COMMISSION DISCUSSION AND REPORTS**

- a. Neutra Relocation Committee Report – Vice-Chair Drewes reported that there would be a gathering of interested parties at Council Member Lear's home. The plan for fundraising for the Neutra Cottage is to approach developers for sizable gifts.

- b. Walking Tour Brochure – Carpenter will have a report at a future meeting. This was Carpenter’s last official meeting as a Historical commissioner. She was thanked warmly by all present for her service.
- c. Essay Contest – Durekas reported that the Essay Judging will take place on March 16, from 6:30 pm until all are read and ranked.
- d. Mission of the Historical Commission – 448 Cherry – Commissioner Girdley moved that procedures relevant to demolition of properties be drafted and presented to the Commission for review. Vice-Chair Drewes seconded the motion. Passed (7-0). After Commission review of proposed procedures, staff input from the Community Development Director or Planning Division staff would be sought before seeking Council approval of the demolition procedures. (There are currently no clear references to demolition processes in the Historic Preservation Ordinance in the Municipal Code.)
- e. Distribution of Final Commission Minutes – Commissioner Girdley requested the minutes of the previous meeting be available for approval by the next meeting. Girdley further requested that the corrected minutes come back to the Commission by the following meeting. For example: The Draft February 28, 2005 minutes would come to the March meeting for review. After approval, the revised minutes of the February meeting would be finalized at the April meeting. Staff suggested that the second review take place by e-mail.
- f. Properties of Interest List – Potential New Evaluation Assignments: Vice-Chair Drewes distributed a new Primary Record and proposed rating for 160 West Portola. Drewes distributed a revised Primary Record and proposed rating upgrade for 41 Hawthorne (with copies of the current Primary Record sheet). The Commission will survey the properties visually and discuss the ratings proposed at the March meeting.

## **HISTORY MUSEUM REPORT/STAFF REPORT**

- 1. Budget versus Actual(s): Fiscal Year ’04 – ’05. The report was distributed.
- 2. HRI Access Template Work Session and/or Recruitment of a VEGA volunteer to Assist the Commission with transferring data. Not discussed.
- 3. City Minutes’ Standards—The current City standard is the Action Minutes format. Staff will check on calling out Commissioners’ names in the record of votes.
- 4. Identifying Agenda Items for the March 28, 2005 meeting
- 5. “Commissioner Orientation,” currently scheduled for March 31, 7 – 9 pm, Thursday
- 6. “Annual Statements of Economic Interest” (copies distributed in the February Mailing)

## **WRITTEN CORRESPONDENCE**

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## **OTHER MATTERS/NEW BUSINESS**

### **ADJOURNMENT**

Madelyn Crawford, Liaison to the Historical Commission (Museum Director), 650-948-9427 x10; e-mail: [madelyn.crawford@ci.los-altos.ca.us](mailto:madelyn.crawford@ci.los-altos.ca.us); fax: 650-559-0268. In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Staff Liaison 72 hours prior to the meeting.