



## HISTORICAL COMMISSION ACTION MINUTES

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Special Meeting of Monday, December 13, 2004  
City Council Chambers, City Hall  
1 North San Antonio Road, Los Altos, California 94022

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### Roll Call

**Present:** Chair Foerster; Vice Chair Drewes; Commissioners - Carpenter, Durekas, Girdley, Hamblin, and Schink

**Absent:** None.

### APPROVAL OF Minutes

COMMISSIONER GIRDLEY MOVED that the minutes of the September 27 meeting be approved as corrected. THE MOTION WAS SECONDED BY COMMISSIONER CARPENTER. Passed (7-0). COMMISSIONER DUREKAS MOVED that the minutes of the October 25, 2004 Meeting be approved as corrected. THE MOTION WAS SECONDED BY COMMISSIONER HAMBLIN Passed (7-0). VICE-CHAIR DREWES MOVED that the minutes of the November 22, 2004 meeting be approved. THE MOTION WAS SECONDED BY COMMISSIONER HAMBLIN. Passed (7-0).

### Public COMMENTS

No members of the public addressed the Commission.

## DISCUSSION/ACTION ITEMS

1. Chairman's Report - Foerster
  - a. 448 Cherry Avenue – The new property owner introduced himself and his property to seek Commission input on the possible demolition of the buildings on his property. There are two structures on the property; one rates 58 on the Kalman scale in the Historic Resources Inventory (HRI). Given lot shape, the owner would like to demolish both structures and place a two-story house closer to the front of the lot. The Commission desired additional time to review the proposal and requested a second meeting with the owner. The owner gave permission for the Commission to go on the property and review the exterior of the HRI rated building. The owner suggested the Commission document the interior at some future time.

There are large trees on the property and some may be protected trees. The owner has been in touch with the Planning Division staff and would like to change the canopy of some of the trees while protecting as many of them as possible.

COMMISSIONER HAMBLIN moved that the plans for 448 Cherry would come back to the Historical Commission by the 24<sup>th</sup> of January 2005. SECONDED BY VICE-CHAIR DREWES. Passed (6-1)

- b. Introduction of Lee Lynch, Board Liaison for the Museum Store - Ms. Lynch is a founding member of the Historical Commission and a former Los Altos Mayor and City Councilmember.
- c. Commission's Duties and Powers - Dave Brees, Recreation Director, presented the City's awareness of the confusion between the Historical Commission and the Museum Association over the language in the Municipal Code and in the Commissioner Handbook. The City is working with the Commission and the Museum Association to clarify the language.

Some commissioners expressed that if the Historical Commission has responsibility to City Council and the City to oversee the Museum and the museum's operations that they would do that. They would like clarification from Council about what Council specifically means for them to do.

The Chair asked each commissioner to provide input and ideas about what the Historical Commission's recommendation to Council could be.

COMMISSIONER CARPENTER MOVED that the Historical Commission discuss their concerns about their responsibilities related to the museum with the City Council at the January Joint Study Session. THE MOTION WAS SECONDED BY COMMISSIONER HAMBLIN. Passed (7-0).

COMMISSIONER GIRDLEY MOVED that the Historical Commission have unencumbered access to the museum collection. THE MOTION WAS SECONDED BY COMMISSIONER HAMBLIN. Passed (6-1)

Chair Foerster noted if the main purpose or role of the Historical Commission is to preserve historic resources i.e. historic buildings and heritage trees, etc., the Commission would like their staff liaison to be a member of the Planning Division or Building Division staff.

COMMISSIONER FOERSTER MOVED that the staff liaison role be moved over to either the Planning or Building Division. THE MOTION WAS SECONDED BY COMMISSIONER CARPENTER. Passed (7-0).

- d. Annual Meeting with the City Council - Chair Foerster reviewed and discussed the list or annual report he had prepared and distributed to the Commission.

VICE-CHAIR DREWES MOVED approval of the Historical Commission's Annual Report. THE MOTION WAS SECONDED BY COMMISSIONER CARPENTER. Passed (7-0)

- e. Progress Report on Commissioner Training - Commissioner Girdley reported he had met with Judy Dodge, Board Chair for Collections on December 2, 2004. Dodge trained Commissioner Girdley on the Past Perfect collections' software used for all current

accessioning of artifacts into the collection. It is Commissioner Girdley's sense that the Historical Commission should discuss the collections' access issue with Council and the Association.

### **COMMISSION DISCUSSION AND REPORTS**

1. Neutra Relocation Committee Report - The Commission desired to stress to Council the need for a new committee to raise money to relocate the cottage at the January 11, 2005 joint meeting.
2. Business cards for the Historical Commission – There was discussion by the Commission regarding the appearance of the blank business cards currently being used by the Commission. Some Commissioners felt the blank business cards look unprofessional. One Commissioner suggested i.d. badges, such as those the Community Emergency Response Team volunteers wear. Staff will investigate the cost of personalized business cards for each commissioner and report back to the Commission at a future meeting.
3. Web Site Updates for City Website – There was some concern expressed by the Commission regarding the need to update the Commission's web page. The Recreation Department recently filled the position that acts as web master for the Department. Planning Commissioner Hull and Historical Commissioner Carpenter may pass any requested changes directly to Dave Brees (Recreation Director) and he will forward them on to the appropriate staff member.

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

Staff announced a "Winter Holidays Story Hour" at the museum on Wednesday, December 15, at 7 pm. The program is admission free and all are invited.

### **WRITTEN CORRESPONDENCE**

Other Matters/New Business

Future Agenda Items: Coloring Book or Sheet idea.

Next Meetings: Joint Study Session with Council: Tuesday, January 11, 2005-at 5 or 6 pm  
Regular Meeting: Monday, January 24, 2005, at 7 pm

Adjournment

The meeting was adjourned at 9:20 p.m.

Madelyn Crawford, Liaison to the Historical Commission (Museum Director), 650-948-9427 x10; e-mail: madelyn.crawford@ci.los-altos.ca.us.; fax: 650-559-0268

