



## HISTORICAL COMMISSION MINUTES

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7:00 p.m., August 26, 2002  
City Council Meeting Chambers  
One North San Antonio Road, Los Altos, California 94022

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### CALL TO ORDER

### ROLL CALL

Present: Chair Foerster; Vice-Chair Carpenter; Commissioners Humphries and McDonald.  
Absent: Hull and Sandoval

### MINUTES

Corrections: Recognition of Historic Property Owners: copies of Property Certificate were provided to each Commissioner for further review and comment. Approval of the corrected minutes of the July 22, 2002 meeting, was moved by Commissioner Humphries and seconded by Commissioner McDonald. Passed.

### PUBLIC COMMENTS

Members of the audience may bring to the attention of the commission any item that is not on the agenda. Speakers are given up to three (3) minutes. State law prohibits the Commission from acting on items that do not appear on the agenda.

### DISCUSSION/ACTION ITEMS

1. 711 University Avenue – The owners and the Commissioners discussed the replacement of the current detached garage with an attached garage with a small artist's studio incorporated into the design. Vice-Chair Carpenter moved to support the residents' plan; the motion was seconded by Commissioner McDonald and approved unanimously (Commissioner Hull had sent comments by e-mail on a number of topics. These are added in by proxy.) The staff liaison will notify the Community Development Department of the Commission's comments.
2. 485 University Avenue – The staff tried to reach the homeowner; however, the number was busy through the meeting. The Commission reviewed the drawings and memo from the contractor – the plans seemed appropriate; however replacement materials were not spelled out. (Staff contacted the contractor following the Commission meeting and relayed the information back that all

materials were to be replaced with like materials; i.e. wood gutters replaced with wooden gutters, etc. Chair Foerster discussed the proposal with a sub-committee of commissioners by telephone. The contractor was informed by the staff liaison of the Commission's approval by phone. Community development department staff were informed by e-mails of the process and approval.)

Chairperson's report:

1. Chair Foerster wrote the letter of endorsement for the Historical Commission. In the meantime, the owner of 500 University Avenue had contacted the City Attorney and indicated by telephone that he was also contacting the City Manager. Foerster noted that the owner will need to stay on this project if he wants the tax benefit for this year—the process must be approved by December to have eligibility for this tax year. The Commission's letter of endorsement will be included in the report to Council as this project is finalized.
2. The General Plan is scheduled to go forward to Council sometime in September. The packet of correspondence on the General Plan has been added to the Historical Commission's records on file with the staff liaison.
3. Commission Vacancy: Chair Foerster and Vice-Chair Carpenter had left messages for various community members. A couple of architects were discussed. It was planned that Commissioner Sandoval would be asked to contact them.

Commissioner Reports:

1. Historic Property Owner's Certificates of Recognition: Commissioner McDonald moved that all properties on the HRI receive a certificate. Seconded by Commissioner Humphries. Discussion revolved around making sure that personalizing 120-plus certificates was agreeable to Commissioner Hull. It was suggested that "located at" be added to the wording of the certificates. The Commission passed the motion, contingent on Hull's agreement. (The plan is to mail the certificates in large manila envelopes. Chair Foerster and Commissioner McDonald will update the addresses in the HRI.)
2. Exhibit - Vice-Chair Carpenter and Commissioner McDonald spoke briefly about the opening of the "Los Altos At 50: In Celebration of Community," exhibit and the Civic Center Community Wide Picnic and Barbeque. Both extremely well attended and well received: the reception had a number of 50 - plus year residents and people who lived here at incorporation. The incorporation debate was a big success – Commissioner McDonald was complimented on his role.
3. Preservation Resources - Commissioner Humphries returned to the topic of a flow chart or matrix for prospective buyers, realtors, and homeowners affected by the HRI. While looking at 714 Orange Avenue; she received help from Commissioner Sandoval (arranged via the Commission's liaison) but not as much direct information from staff as she thought might be valuable. The planning staff and Commission staff liaison both deferred to Sandoval. Clear information in writing would be helpful. (This current process poses a challenge if the Commission doesn't succeed in recruiting an architect, historic

- preservation professional or a qualified contractor willing to act as a “staff resource” for the community.) One of the goals in this area had been to have a bibliography available on the Historical Commission section of the City website.
4. HRI Update – Commissioner Hull has the blank master forms prepared by the California Dept. of Parks and Recreation in PDF and Microsoft Word format. The Commission could completely remake all our pages with newer forms and update everything completely. It is possible to divide up the forms amongst several people for updating.
  5. LANN article – Vice-Chair Carpenter reported that the article requested had been submitted but not published. No one had heard from Disney or others associated with LANN’s publication.
  6. Landmarks Sub-Committee – Commissioners Hull and Sandoval both being absent, this report was deferred to September.

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

No written or verbal report this month.

### **OTHER MATTERS/NEW BUSINESS/WRITTEN CORRESPONDENCE**

Regarding Commissioner McDonald's report on the Environmental Committee and Heritage Trees brochure revision. The Historical Commission is assigned this responsibility through Ordinance Title 11 Chapter 8 -- 11.08.040 & 050.

"11.08.040 Protected trees.

A protected tree is any of the following:

- A. Any tree designated by city council resolution;
- B. Any tree designated by the historical commission as a heritage tree or any tree under official consideration by the historical commission for heritage tree designation;
- C. Any tree located on property zoned other than R1;
- D. Any tree which was required by the city to be either saved or planted in conjunction with a development review application filed on or after April 23, 1993;
- E. Any tree located on undeveloped property or on developed property where additional development or redevelopment is anticipated. (See Sec. 11.08.120). (Prior code § 10-2.26504)
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11.08.050 Heritage tree designations.

- A. Applications. Applications for designation of a heritage tree may be filed by the owner of the property on which the tree is located. The city council or planning commission may also, by resolution or motion, refer a proposed designation to the historical commission, or the historical commission may also consider a proposed designation upon its own initiative. Applications by property owners shall be prepared in accordance with instructions provided by the planning director.
- B. Study. The historical commission shall conduct a study of the proposed heritage tree, based upon such information or documentation as it may require from the applicant, the commission staff,

or from other available sources.

C. Property owner notification. The historical commission shall notify the owner of the property on which the tree is located of the meeting at which the commission will consider the tree for designation. The notice shall be mailed to the recorded owner(s) as shown on the last equalized assessment roll and shall be mailed at least thirty (30) days prior to the meeting unless the property owner(s) agree in writing to a lesser notification period. Failure to receive notice shall not invalidate any proceedings under this chapter.

D. Action on designation. The historical commission may either deny or approve or designation based on the criteria outlined in Section 12.44.030 of this code. (Prior code § 10-2.26505)"

This element of the Enabling Ordinance establishing the Historical Commission will be discussed at the September Commission meeting.

## **ADJOURNMENT**

Chair Foerster moved to adjourn, seconded by Commissioner McDonald. The Commission adjourned at 9:15 p.m.

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