



CITY OF
**PALO
ALTO**

City Council Staff Report

Report Type: SPECIAL ORDERS OF THE DAY

Lead Department: City Clerk

Meeting Date: June 17, 2024

Report #:2405-3042

TITLE

Review List of Applications for Historic Resources Board Vacancies and Provide Direction for Interviews

RECOMMENDATION

Review list of applicants and provide direction for conducting interviews with selected applicants for vacancies on the Historic Resources Board.

BACKGROUND

The extended Historic Resources Board recruitment closed on June 2nd, 2024. A total of 5 applications were submitted during the recruitment period. At the February 26, 2024 meeting the City Council deliberated on the process to select candidates to interview. The direction provided was to allow each Council Member a limited number of votes (number of vacancies plus 50%, round up) to select their preferred candidates to interview with a threshold of 2 votes for an interview. At the June 3, 2024 meeting the City Council approved an ordinance to reduce membership on the Historic Resources Board from seven to five members. As such, the number of vacancies to be filled this recruitment cycle is reduced from four to two vacancies.

MEMBERSHIP REQUIREMENTS

Each Board or Commission has different requirements for appointment such as mandatory residency, specialized training, or professional service in a specified area. Additionally, appointed members cannot be council members, officers or employees of the City of Palo Alto. At the June 3, 2024 meeting the City Council approved an ordinance to modify membership requirements for the Historic Resources Board. The updated membership requirements are listed below:

- Demonstrated interest in and knowledge of history, architecture or historic preservation (PAMC 2.27.010).
- Two members shall be professionals in the disciplines of architecture, architectural history, planning, landscape architecture, or related disciplines, or pre-historic and

historic archeology, folklore, cultural anthropology, curation, or conservation (PAMC 2.27.010). This requirement is currently fulfilled by Caroline Willis (term expires 2024), Alisa Eagleston-Cieslewicz (term expires 2026), Gogo Heinrich (term expires 2024), Margaret Wimmer (term expires 2024), and Michael Makinen (term expires 2024).

- At least one member shall possess academic education or practical experience in history or a related field (PAMC 2.27.010). This requirement is currently fulfilled by Samantha Rohman (term expires 2026) and Michael Makinen (term expires 2024).

PUBLIC OUTREACH

The extended Historic Resources Board recruitment invited applications from January 1, 2024 through June 2, 2024 through the new online application process. Palo Alto Municipal Code 2.16.060 requires public notification regarding vacancies of the Commissions as follows, “The City Clerk shall exercise their discretion in choosing the method of advertisement that will most effectively reach potential candidates.” Based on the September 14, 2021 Policy & Services Committee meeting report regarding Board and Commission Member demographics and community representation, the City Clerk’s office expanded recruitment efforts through additional means to “most effectively reach potential candidates”.

This recruitment was advertised through various methods including paid print and digital advisements in The Palo Alto Weekly and the Daily Post; via the City’s website and social media channels; in physical locations of the Palo Alto Libraries and Community Centers; and distributed by e-mail through established distribution lists to community based organizations including the Palo Alto Historical Association, individuals and City subscription based notification lists.

ATTACHMENTS

Attachment A – Historic Resources Board Applications Redacted

APPROVED BY:

Mahealani Ah Yun, City Clerk