



CITY OF  
**PALO  
ALTO**

## City Council Staff Report

**Report Type: SPECIAL ORDERS OF THE DAY**

**Lead Department: City Clerk**

**Meeting Date: August 12, 2024**

Report #:2406-3139

### **TITLE**

Appointment of Candidates for Vacancies on the Historic Resources Board. CEQA Status – Not a project.

### **RECOMMENDATION**

Staff recommends City Council vote to appoint candidates for two vacancies on the Historic Resources Board with terms ending March 31, 2027.

*\*A majority vote (4 yes's) is required to appoint a candidate.*

### **BACKGROUND**

Boards and Commissions are established as advisory bodies to the City Council, made up of community volunteers that provide essential feedback on matters of importance to the community. The City Clerk's office advertises and recruits for vacancies, the Council considers the applications, interviews desired candidates, and makes appointments for the open positions.

### **INTERVIEWS**

At the June 17, 2024 City Council meeting, the Council elected to interview 4 candidates for the Historic Resources Board. The interviews were held on August 5, 2024. Video recording of the interviews are available on our City of Palo Alto YouTube Channel<sup>1</sup>. All applications for the Historic Resources Board<sup>2</sup> can be accessed online.

---

<sup>1</sup> City of Palo Alto YouTube Channel: <https://www.youtube.com/c/cityofpaloalto>

<sup>2</sup> Historic Resources Board Applications:  
<https://cityofpaloalto.primegov.com/Portal/viewer?id=0&type=7&uid=51a30bf0-a5a1-4027-9119-87c6e282a23a>

## **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.

### Historic Resources Board

- Members shall have 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 Alisa Eagleston-Cieslewicz (term expires 2026), Margaret Wimmer (term expires 2024), Caroline Willis (term expires 2024), Gogo Heinrich (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 such as American studies, American civilization, or cultural geography (PAMC 2.27.010). This requirement is currently fulfilled by Samantha Rohman (term expires 2026) and Michael Makinen (term expires 2024).

## **PUBLIC OUTREACH**

The 2024 Annual Boards and Commissions recruitment invited applications from January 1, 2024 through March 17, 2024 through the new online application process. The recruitment period was extended to June 2, 2024 for Historic Resources Board applications. 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, individuals and City subscription based notification lists.

## **ATTACHMENTS:**

None.

## **APPROVED BY:**

Mahealani Ah Yun, City Clerk