

Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

INSTRUCTIONS: This is a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to info.calshpo@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

City of Palo Alto

Report Prepared by: Amy French

Date of commission/board review: April 13, 2023

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals, either as part of this report or under separate cover. **REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.
Palo Alto did not change preservation laws during the reporting period.
2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code. PAMC 16.49 link:
https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto_ca/0-0-0-74404

B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

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1. During the reporting period, October 1, 2021 – September 30, 2022, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	Type here.	Type here.	Type here.

REMINDER: Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
None	Click or tap here to enter text.	Click or tap here to enter text.

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? ☐ No
☐ Yes, in a separate historic preservation element. ☒ Yes, it is included in another element. (Land Use)

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/file-migration/historic/long-range-planning/resources/2030-comp-plan-2-land-use-june-21.pdf>

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

☐ All projects subject to design review go the commission.

☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? Minor alterations versus major alterations. Per PAMC 16.49.050 (a)(1) item (B), the HRB reviews single-family and duplex residences which are historic structures/sites in the Downtown area or which are significant

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buildings elsewhere in the city and “Compliance of the property owner with the recommendations shall be voluntary, not mandatory.” Per item (C) the planning staff may review and approve minor exterior alterations pursuant to guidelines which the HRB may adopt. Minor exterior alterations are those alterations which the director of planning and development services or his/her designee determines will not adversely affect the exterior architectural characteristics nor the historical or aesthetic value of the historic structure, its site or surroundings.” Staff is assisted in all reviews of projects set forth in PAMC 16.49.050 item (a) by professional historic preservation consulting firms to perform Secretary of Interior’s Standards reviews (building permits and discretionary reviews). The HRB reviews projects in Professorville and Ramona districts and supports the Architectural Review Board in reviewing projects in the Downtown and Significant properties (local inventory Categories 1 and 2) that are not single family homes or duplexes where they exist outside the Downtown.

2. California Environmental Quality Act

- What is the role of historic preservation staff and commission in *providing input* to CEQA documents prepared for or by the local government? The Chief Planning Official and planning staff are involved in scoping and reviewing administrative draft CEQA documents involving historical resources, and related technical reports including Historic Resource Evaluations (HRE) and Secretary of the Interior’s Standards (SIS) reports. Generally, the Historic Resources Board (HRB) is not involved in the development of draft environmental documents. However, staff seeks historic preservation consultant assistance for CEQA documents for major Architectural Review projects that include properties listed on the local historic inventory or determined California Register Eligible.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? Draft CEQA documents are made available for public review, including by HRB members. In addition, staff and/or other City bodies may refer draft CEQA documents and/or related technical reports to the HRB for review and comment. The HRB’s role is advisory. In some cases, staff conducts a hearing at the HRB for public review of Environmental Impact Reports for properties containing listed historic resources

3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? The Chief Planning Official, with consultant assistance, and/or HRB provide input to Section 106 documents as requested
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? The Chief Planning Official, with consultant assistance, and/or HRB review Section 106 documents as requested

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II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
David Bower 12/15/23	Construction	11/1/16	4/10/23	HRB@cityofpaloalto.org
Alisa Eagleston-Cieslewicz	Museum Conservator	12/13/21; 4/10/23	3/31/26	HRB@cityofpaloalto.org
Michael Makinen	Engineering/Historian	12/15/17	3/31/24	HRB@cityofpaloalto.org
Margaret Wimmer	Architecture and Design	12/15/17	3/31/24	HRB@cityofpaloalto.org
Christian Pease	Architecture/Analytics	12/15/17; 4/10/23	3/31/26	HRB@cityofpaloalto.org
Caroline Willis	Architecture	3/1/21	3/31/24	HRB@cityofpaloalto.org
Gogo Heinrich	Architecture	3/1/21	3/31/24	HRB@cityofpaloalto.org

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided. *NA*
2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled? *NA*

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? ☒ Yes ☐ No If not, who serves as staff? [Click or tap here to enter text.](#)
2. If the position(s) is not currently filled, why is there a vacancy? *Type here.*

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Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Amy French	Planning	Chief Planning Official	amy.french@cityofpaloalto.org

C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar x2	Apr x2	May x2	Jun	Jul	Aug	Sep
David Bower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alisa Eageston-Cieslevicz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Makinen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Margaret Wimmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Christian Pease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Caroline Willis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gogo Heinrich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amy French	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Type here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

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Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Christian Pease	'California State Housing Laws and Preservation Planning' Hybrid Public Meetings	3 hours	CPF	2/16/23
		2 hours	City of Palo Alto	12/13/22
David Bower	Hybrid Public Meetings	2 hours	City of Palo Alto	12/13/22
Caroline Willis	"Commission Assistance and Mentoring Program" "Social Media Strategies for Historic Preservation Commissions"	6 hours (2 HSW cred) 1.5 hours	NAPC	10/21/21 & 10/22/21, 11/17/21
Margaret Wimmer	Stanford Historical Society Preservation Workshop Hybrid Public Meetings	2 hours	Stanford Historical Society	5/13/22
		2 hours	City of Palo Alto	12/13/22
Michael Makinen	Tool Kit for Historic Homes	2 hours	CPF	5/12/22
Gogo Heinrich	Hybrid Public Meetings	2 hours	City of Palo Alto	12/13/22
Alisa Eagleston-Ceislewicz	Technology Toolkit	2 hours	CPF	6/9/22
Amy French	California State Housing Laws and Conservation Planning Land Use Law Update Hybrid Public Meetings Leading Transformative Change	3 hours	CPF	2/16/23
		1 hour	APA	10/13/21
		2 hours	City of Palo Alto	2/10/22
		2.5 hours	APA	2/16/22

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

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A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)

NOTE: California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
NA	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
Citywide ongoing surveys per Comp Plan Policy L7.2; found two CRHR eligible properties of 23 properties studied between March 2021 and Sept 2022	no	Reconnaissance	NA	23 properties studied 3/2021 through 9/2022	Through end of reporting period	Two CRHR Eligible property DPRs submitted with this CLG Report

How are you using the survey data? To ensure no demolition permits are issued before properties are studied for Cal Register eligibility. When properties are determined California Register Eligible via these ongoing surveys, a discretionary review application for modification/demolition is deemed not exempt from CEQA review and building is retained unless SOC with EIR. When Non-California Register Eligible determination, building demolition, substantial remodel is possible.

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IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Update of webpages including incentives and the National Register eligible properties list; most recently (and this will be reported in our next CLG report) we added a page on the reconnaissance survey/inventory update project information https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Preservation/2023-Reconnaissance-Survey	https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Preservation https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Preservation/Preservation-Incentives https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/historic-preservation/evaluation-tables-clipped-from-1998-2000-survey.pdf	Updates to webpages occurred during the reporting period

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

NOTE: OHP will forward this information to NPS on your behalf. CLG Inventory Program

During the reporting period (October 1, 2021-September 30, 2021) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
City of Palo Alto	Two properties found California Register eligible during reporting period

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A. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2021-September 30, 2022) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
2. If the answer is yes, then how many properties have been added to your register or designated from October 1, 2021 to September 30, 2022? Two added to list of CRHR eligible properties

C. Local Tax Incentives Program

1. During the reporting period (October 1, 2021-September 30, 2022) did you have a Local Tax Incentives Program, such as the Mills Act? ☐ Yes ☒ No
2. If the answer is yes, how many properties have been added to this program from October 1, 2021 to September 30, 2022? 0

Name of Program	Number of Properties Added During 2021-2022	Total Number of Properties Benefiting From Program
Mills Act	0	1

D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2021-September 30, 2022) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2021 to September 30, 2022? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

E. Design Review/Local Regulatory Program

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1. During the reporting period (October 1, 2021-September 30, 2022) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2020 to September 30, 2021? Not counted – we have our historic preservation consultant review building permits modifying historic properties, for SISR compliance

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2021--September 30, 2022) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? ☐ Yes ☒ No
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2021 to September 30, 2022 NA

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN YOUR FEEDBACK ABOUT THE RECENT CAMP TRAINING

- Did anyone from your local government participate in the free CAMP training opportunities in Fall 2021? No
- Whether or not you were able to take advantage of any of the CAMP trainings in 2021, would you like to see OHP to provide free additional CAMPs in the future? Not sure
- What are your top three topics for future training?

XII Attachments (electronic)

- ☒ Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff (Links and attached)

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<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Caroline-Willis>
<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Christian-Pease>
<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Gogo-Heinrich>
<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Michael-Makinen>
<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Margaret-Wimmer>
<https://www.cityofpaloalto.org/Departments/Planning-Development-Services/Historic-Resources-Board-HRB/Alisa-Eagleston-Cieslewicz>

☒ Minutes from commission meetings (links)

10/28/21: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-01.27.2022-minutes-from-10.28.2021.pdf>
12/9/21: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-01.27.2022-minutes-from-12.09.2021.pdf>
1/27/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/architectural-review-board/2022/hrb-03.10.2022-minutes-january-27-2022.pdf>
2/24/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-03.24.2022-minutes-february-24-2022.pdf>
3/10/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-03-10-2022-minutes.pdf>
3/24/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/march-24-2022-minutes.pdf>
4/14/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/april-14-2022-minutes.pdf>
4/28/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-04.28.22.pdf>
5/12/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-05.12.22.pdf>
5/26/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-07.14.2022-minutes-05.26.22.pdf>
7/14/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-08.25.2022-minutes-07.14.2022.pdf>
8/25/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-10.13.2022-minutes-08.25.2022.pdf>
9/22/22: <https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/agendas-minutes/historic-resources-board/2022/hrb-11.10.2022-minutes-09.22.22.pdf>

- ☐ Drafts of proposed changes to the ordinance (NA)
- ☐ Drafts of proposed changes to the General Plan (NA)
- ☐ Public outreach publications (NA)

Email to: info.calshpo@parks.ca.gov