



City of Santa Clara HISTORICAL & LANDMARKS COMMISSION

PROCEDURAL ITEMS

DATE, TIME, and LOCATION OF MEETINGS

The City of Santa Clara Historical and Landmarks Commission will hold a regular meetings generally on the first (1st) Thursday of each month, with some exceptions, at 7:00 p.m. in the City Manager's Staff Conference Room, City Hall, 1500 Warburton Avenue. Please refer to the schedule of meetings available in the Planning Division office and as provided in the City calendar. From time to time the Commission may hold a study session on special items. Historical Landmarks Commissioners are residents of the community appointed by the City Council to serve on a voluntary basis for four-year terms.

SUBMITTAL OF MATERIALS/AVAILABILITY OF STAFF REPORTS

Interested parties may submit materials for the Commission's consideration. Materials from the public should be submitted to the Planning Division by Tuesday at 5:00 p.m. to the week prior to the meeting so that they can be included in the Commissioners' packets. Materials received late or at the public hearing may not be considered due to time constraints, unless special circumstances apply. Staff reports for items being heard by the Historical and Landmarks Commission are available the week of the meeting at the Planning Division Office located in the West Wing of City Hall. The Division's hours are 8:00 a.m. to 5:00 p.m., Monday – Friday; please phone (408) 615-2450 for more information.

STATUS OF HISTORICAL AND LANDMARKS COMMISSION ACTIONS

Agenda Items: The Historical and Landmarks Commission's actions on proposed historic trust combining rezoning, and other matters are recommendations to the City Council.

City Council Action: Projects or proposals reviewed by the Historical Landmarks Commission or the Commission Minutes on these actions will be forwarded to the City Council for public hearing approximately two weeks from the date of the Commission's action.

Architectural Committee or Planning commission Review: Projects subject to review by the City's Architectural Committee and/or Planning Commission will add approximately one week to time frame stated herein.

HEARING PROCEDURES

Public hearings are conducted by the Chair in accordance with the following procedures:

- a) The Chair of the Commission directs all activity during the hearings. All comments shall be addressed to the Commission.
- b) Any item on this agenda may be continued to a subsequent hearing.

- c) Applicants will be allotted up to ten (10) minutes to present and justify proposals, following staff presentation of the item; other speakers will be given up to four (4) minutes; the applicant is allotted up to five (5) minutes for rebuttal of comments.
- d) No additional comments will be accepted upon the close of the public hearing, although the Commission reserves the right to direct questions to any speaker on any matter.
- e) Special procedures/time limits may be applied to any items as prescribed by the Chair.
- f) Appeal of Commission actions must be filed in writing within seven (7) calendar days.
- g) Please contact the Planning Division for additional information.

The procedure for referrals and Old Business and continued items is as follows:

- a) Anyone wishing to speak on an Old Business and continued items or referrals will be limit to two minutes
- b) Commissioners may ask questions of the speakers. These questions will not reduce the speaker's time allowance
- c) The Historic Landmarks Commission will comment on Old Business, continued and referral items
- d) If a Commissioner would like a topic to be addressed on Agenda Items please contact the Chair and Planning staff in advance of the Commission meeting
- e) An agenda and a copy of all staff reports have been placed on the back wall console for your convenience. Please contact the Planning Division for additional information
- f) If a Commissioner would like a topic to be addressed on Agenda Items please contact the Chair and Planning staff in advance of the Commission meeting.

ORAL REQUESTS

Members of the public are provided with an opportunity to address the Commission on items within the jurisdiction of the Commission. The law does not permit Commission Action on or extended discussion of any item not on the agenda except under special circumstances. Matters may be agendaized for a subsequent meeting. Oral petitions are limited to no more than three (3) minutes.

AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the Americans with Disabilities Act of 1990, the City of Santa Clara will ensure that all existing facilities will be made accessible to the maximum extent feasible. Reasonable modifications in policies, procedures and/or practices will be made as necessary to ensure full and equal access for all individuals with a disability. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should contact the City's ADA office at (408) 615-3000 to discuss meeting accessibility. In order to allow participation by such individuals, please do not wear scented products to meetings at City facilities.