

Administrative Work:

- Post meetings of the Glen Rose Historical Commission
- Prepare agenda
- Prepare packets for meeting
- Send agenda and packet to Commission members before the meetings
- Type minutes (maybe Secretary of Commission)
- Keep copy of the agenda and minutes on file at the city offices
- Send COA decisions to applicants with additional copies to be filed as part of the public record on that property and dispersed to appropriate departments, e.g., building inspection
- Keep a listing of all COAs in a spreadsheet to include complete work and potential need for an extension
- Send minutes of each meeting to the Texas Historical Commission (THC) following approval at the next regularly scheduled meeting
- Develop and submit an annual report to the THC outlining the work of the Glen Rose Historical Commission. This is a requirement to remain certified as a Certified Local Government to complete by an achievable deadline.
- Maintain the listing of every property in the Glen Rose Historical Overlay
- Record all information received from Commission members after the “annual assessment” of properties in the Historic Overlay. Send out letters to owners of property whose assessment has warranted concerns.
- Run the tax credit program and the Façade Grant Program. Which includes receiving application, recording approvals, receiving request for reimbursement, ensuring request is approved and requesting funds from City to approved projects.
- Attend all meetings of the Historical Commission and Design Committee of the Historical Commission.