



City of Grass Valley City Council/Historical Commission Agenda Action Sheet

Title: Historical Commission Roles and Responsibilities

CEQA: Not a Project

Recommendation: Receive and File

Prepared by: Amy Wolfson, City Planner

Council Meeting Date: 04/09/2024

Date Prepared: 04/04/2024

Agenda: Administrative

Background Information:

The Grass Valley Historical Commission currently has two vacancies on its 5-member commission. Two of the three sitting commissioners began their appointments in June 2023. Due to canceled meetings, the commission has only convened a handful of times since their appointments. While we had hoped to have two additional appointees on the commission by now, it is appropriate to go over the Commission's Roles and Responsibilities as we move forward into 2024 and the remaining terms of the commissioners' appointments.

Roles and Responsibilities:

The Grass Valley Historical Commission (GVHC) duties are outlined in Section 7.52.040 of the Municipal Code, and in the "Rules and Regulations (By-Laws)" document updated and adopted by City Council in June 2018. Many of the responsibilities require infrequent action such as district or guideline changes. In summary, the GVHC role includes recommendations for updates to the Historic District Design Guidelines and the Historic District boundary, as needed, recommendations on historical landmark resources, recommendation on buildings to be included in the historic resources inventory as they achieve historic status through time, promote public awareness of cultural resources within the city, and review projects referred to them by staff or another review body.

In terms of staff referrals, it has been staff's practice to request recommendations from the Historical Commission on projects that involve exterior alterations of buildings that are rated as Priority 1 or 2 on the historic resources inventory. Staff views this role as vital for protecting the integrity of the Historic District and implementing the Historic District Design Guidelines. As such, action in this capacity is required more frequently than some of the other GVHC duties.

Council Goals/Objectives: The execution of this action attempts to achieve Strategic Goal #5 - High Performance Government and Quality Service.

Fiscal Impact: N/A

Funds Available: N/A

Account #: N/A

Reviewed by: Tim Kiser, City Manager **Attachments:** None