



Historical Commission Policy Document

Grass Valley Historical Commission (GVHC)

The Grass Valley Historical Commission (GVHC)'s mission is to promote an understanding and appreciation of local history and preserve our city's heritage. The GVHC is comprised of a body of volunteers appointed by the City Council.

The GVHC duties are defined in Section 17.52.040 of the Municipal Code and outlined below:

A. Duties

1. Recommend historic resource preservation program guidelines that implement this chapter and provide guidance to persons or institutions planning projects subject to city review that involve historic properties within the Grass Valley Historic 1872 Townsite.
2. Make recommendations on alterations or changes to historic districts.
3. Review properties, buildings, and other resources for potential inclusion on the city's inventory of historic resources, including those properties, areas, sites, buildings, structures, or other features having a significant historical, cultural, architectural, community, scientific or aesthetic value to the citizens of Grass Valley. The commission may also recommend to the council that such properties be added to the inventory of historic resources.
4. Maintain and update the inventory of historic resources.
5. Consolidate information regarding cultural resources and promotion; participation in, or sponsorship of educational and interpretive programs that foster public awareness and appreciation of cultural resources.
6. Support and promote incentive programs approved by the council that are directed at preserving and maintaining historic resources.
7. Provide information for property owners preparing local, state, and federal historic nominations to utilize preservation incentives, such as the Mills Act and federal tax incentives, including, but not limited to rehabilitation tax credits.
8. Respond to referrals by the director, development review committee, planning commission, and city council.
9. Provide interested property owners with advice and information on building design and materials that can maintain the historic character of a building.

B. GVHC and Role of the City Staff.

The GVHC is assisted by staff of the City, including, but not limited to, the Community Development Department. The Director is responsible for interpreting and implementing Section 17.52 of the Municipal Code and this chapter (17.52.040 of the Municipal Code) and assisting the GVHC carry out its duties.

C. Other Duties and Requirements



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1. GVHC shall comply with the requirements of the City of Grass Valley City Council and Commission's Code of Conduct.
2. GVHC shall comply with the Brown Act.
3. Per the GVHC bylaws, commissioners will continue to take their own meeting minutes.
4. Staff will seek GVHC recommendations on projects that involve proposed exterior alterations of all Priority 1 and 2 buildings within the Historical District, and on proposed interior and/or exterior alterations on buildings that are recognized on the National Register of Historic Places.
5. A GVHC liaison shall be appointed to attend, participate in items involving duties identified in Section 17.52 of the Municipal Code, and provide comments to the Development Review Committee (DRC). The liaison shall report the Historical Commission's findings and their comments to the DRC at the next meeting following each GVHC meeting.
6. The GVHC may request that staff provide an update on GVHC items approved by the City Council with a minimum of 10 days notice prior to the regularly scheduled meeting to allow staff to agendize the item and prepare any necessary materials.
7. Outside of GVHC normally agendized items requiring recommendations from the GVHC as stated in Section 17.52 of the Municipal Code, the GVHC may request an item to be agendized within their scope of purview, as outlined in Section 17.52.040, a minimum of 10 days prior to the meeting date. Complicated items that require research and significant staff time shall be requested a minimum of 30 days prior to the meeting date.
8. The GVHC shall present to City Council on a quarterly basis (the first meetings of January, April, July, and October) to provide an update on GVHC actions over the previous quarter. The GVHC may, through a majority vote, request the City Council to consider a potential project for the City (i.e. historic plaques, resource guides, etc.). GVHC will be responsible for researching, developing wording and descriptions, identifying historic photos, and creating other necessary documentation to describe the potential project.

The City Council will then consider the potential project and if the majority of the City Council approves the conceptual project, the City Council shall direct the City Manager and/or their designee to prepare a scope of work, cost estimate, and potential funding sources for City Council consideration and direction. If the Council approves the project after receiving the project details including funding, the project will be added to the budget and will be implemented by City staff and the GVHC in accordance with the City's Municipal Code. An indication of which of the duties outlined in Section 17.52.040 of the Municipal Code for which each special project relates shall be included in each potential project submittal to City Council.