



GRASS VALLEY

Historical Commission Meeting

Tuesday, June 11, 2024 at 4:00 PM
Council Chambers, Grass Valley City Hall | 125 East Main Street, Grass Valley, California
Telephone: (530) 274-4310 - Fax: (530) 274-4399
E-Mail: info@cityofgrassvalley.com Web Site: www.cityofgrassvalley.com

AGENDA

Any person with a disability who requires accommodations to participate in this meeting should telephone the City Clerk's office at (530)274-4390, at least 48 hours prior to the meeting to make a request for a disability related modification or accommodation.

MEETING NOTICE

Historical Commission welcomes you to attend the meetings electronically or in person at the City Hall Council Chambers, located at 125 E. Main St., Grass Valley, CA 95945. Regular Meetings are scheduled at 4:00 p.m. on the 2nd Tuesday of each month. Your interest is encouraged and appreciated.

Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to public@cityofgrassvalley.com. Comments will be reviewed and distributed before the meeting if received by 9 am. Comments received after that will be addressed during the item and/or at the end of the meeting. The commission will have the option to modify their action on items based on comments received. Action may be taken on any agenda item.

Agenda materials, staff reports, and background information related to regular agenda items are available on the City's website: www.cityofgrassvalley.com. Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet will be made available on the City of Grass Valley website at www.cityofgrassvalley.com, subject to City staff's ability to post the documents before the meeting.

Please note, individuals who disrupt, disturb, impede, or render infeasible the orderly conduct of a meeting will receive one warning that, if they do not cease such behavior, they may be removed from the meeting. The chair has authority to order individuals removed if they do not cease their disruptive behavior following this warning. No warning is required before an individual is removed if that individual engages in a use of force or makes a true threat of force. (Gov. Code, § 54957.95.)

Council Chambers are wheelchair accessible and listening devices are available. Other special accommodations may be requested to the City Clerk 72 hours in advance of the meeting by calling (530) 274-4390, we are happy to accommodate.

CALL TO ORDER

ROLL CALL

ADMINISTRATIVE

1. Discussion of who will Chair the meeting and take minutes.

APPROVAL OF MINUTES

2. Approval of February 13, 2024 minutes.

PUBLIC COMMENT - *Members of the public are encouraged to submit public comments via voicemail at (530) 274-4390 and email to public@cityofgrassvalley.com. Comments will be reviewed and distributed before the meeting if received by 3pm. Comments received after 3pm will be addressed during the item and/or at the end of the meeting. Historical Commission will have the option to modify their action on items based on comments received. Action may be taken on any agenda item. There is a time limitation of three minutes per person for all emailed, voicemail, or in person comments, and only one type of public comment per person. For any items not on the agenda, and within the jurisdiction or interest of the City, please come to the podium at this time. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item is announced. When recognized, please begin by providing your name and address for the record (optional).*

ANNOUNCEMENTS

3. Staff to provide a verbal update on the Memorial Park Plaque.

AGENDA ITEMS

4. Staff to present the Historical Commission Policy Document
5. Discuss the following potential projects to present to City Council: 1. Landmark Plaque for the Mill St Parking Lot; 2. Landmark Plaque for Firehouse on Main St

ADJOURN

POSTING NOTICE

This is to certify that the above notice of a meeting of a Historical Commission, scheduled for Tuesday, June 11, 2024 at 4:00 PM was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, June 6, 2024.

Taylor Day, City Clerk

Grass Valley
Historical Commission Meeting
Tuesday, February 13, 2024

City staff present and the meeting was recorded.

Attended by: Teresa Poston, Dyane Albrecht, Terry MacAteer absent

Administrative: Teresa agreed to chair the meeting and Dyane will take notes.

Approval of Minutes:

- November 14, 2023 and December 12, 2023 – approval pushed to March meeting
- January 8, 2024 – no meeting took place
- February 13, 2024 – will present for approval in March

Public Comment: Mathew Coulter expressed concerned, the city is removing historical items with reckless abandon and suggests the city and historical commission re-evaluate the historic significance of our town. Infrastructure needs must be considered as we review projects.

Agenda items:

138 East Main St., building is in the City's Historic District, estimated to have been built in the 1970's. Owner requesting to add an exterior staircase to the property. Building elevations and photos presented and questions were asked and answered. Discussion and public comment considered. A motion to advance the project was made by Teresa Poston and seconded by Dyane Albrecht.

145 Mill St., building in the City's Historic District, estimated to have been built in the 1900's. Owner requesting exterior improvements. Craig Hamilton, spoke to the plans for improvement pointing to elevations and photos. Teresa encouraged the original railing be kept or restored, it will be kept and altered to the height required to meet current safety codes. This is being converted to a residential space on the upper floor and smaller unit in basement. No dedicated parking is provided. Discussion on exterior finishes; hardy board siding was deemed to be in keeping with the variety of finishes on other buildings on Mill St., Teresa has toured the building with Craig prior to the meeting and was in full support. Discussion and public comment considered. A motion to advance the project was made by Teresa Poston and seconded by Dyane Albrecht.

Additional actions and updates discussed:

- Dyane pointed out it was very difficult to follow the information read by Amy and respectfully asked that she slow down and increase the volume, Teresa agreed.
- The Historic Commission is in need to two additional members, the openings are posted on the website.
- Amy reported the Landmark commission approved memorial park; discussion is underway as to size and location of the bronze plaque.
- Historic walking tour; this was covered at a previous meeting, Heritage Home tour currently offered on the website will suffice.

- A meeting with the Historic Commission and City Council to define, roles, scope and how future projects are to be presented was to take place on February 1st, this meeting will be rescheduled.

Meeting adjourned.



**HISTORICAL COMMISSION
STAFF REPORT
JUNE 11, 2024**

Prepared by: Amy Wolfson, City Planner

DATA SUMMARY

Subject: Historical Commission Policy Document

BACKGROUND:

At the special joint meeting of the City Council and the Historical Commission, held on April 9, 2024, Council provided direction to staff to prepare a policy document that outlines the ways in which the Historical Commission can pursue special projects that may require staff time and financial resources to accomplish. Specifically, the following direction was provided:

- That the commission report to Council on a quarterly basis so that they can consider potential projects for the upcoming quarter.
- That staff provide a means for the commission to convene when staff does not have a development review project for them to consider (determined to be an innate right of the commission already)
- That a Historical Commission liaison be assigned to the Development Review Committee (DRC) to relay historical commission recommendations.

The attached policy document addresses the direction provided to staff and was approved by City Council at their May 28, 2024 regular meeting.

ATTACHMENTS:

1. Historical Commission Policy document



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



Historical Commission Policy Document

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.