

**TOWN OF TRUCKEE  
California**

**RESOLUTION 2009-67**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE  
ESTABLISHING A HISTORIC PRESERVATION ADVISORY COMMISSION AND  
REPEAL OF RESOLUTION 99-48**

**WHEREAS**, the Town Council may establish by resolution such other boards or commissions as it deems necessary pursuant to Section 2.06.010 of the Town Municipal Code; and

**WHEREAS**, a Historic Preservation Advisory Commission is an important component of the historic preservation policies of the Downtown Specific Plan; and

**WHEREAS**, it is recognized that the Commission must meet the membership requirements of the State Historic Preservation Office and be given specific duties and powers on historic preservation matters in order for the Town to qualify for Federal and State historic preservation programs; and

**WHEREAS**, Policy 8(C)(1) of the Downtown Specific Plan states "A Historic Preservation Advisory Commission complying with the requirements of the State Historic Preservation Office for participation in the Certified Local Government Program will be established ..."; and

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TRUCKEE**, a Historic Preservation Advisory Commission is hereby established as follows:

**Section 1 – Commission Established**

There shall be established within the Town a Historic Preservation Advisory Commission (HPAC). The Commission shall consist of seven (7) members who shall be appointed by the Town Council. The Commission shall be formed and its members appointed in accordance with Chapter 2.06 of the Town of Truckee Municipal Code except as otherwise provided in this chapter.

**Section 2 – Qualifications**

Three (3) commission members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, or other historic preservation-related disciplines, to the extent that such professionals are available in the community. If such professionals are not available, commission members who have a demonstrated special interest, competence, experience, or knowledge in historic preservation or other historic preservation-related disciplines with interest or knowledge in Truckee history, or who have demonstrated special interest, competence, experience, or knowledge in Truckee history may be appointed in-lieu of such professionals. One (1) commission member shall be a member of the Truckee-Donner Historical Society. Three (3) members shall be a lay member who has demonstrated special interest, competence, experience, or knowledge in historic preservation or other historic preservation-related disciplines with interest or knowledge in Truckee history, or who have demonstrated special interest, competence, experience, or knowledge in Truckee history. It is desirable that members reside, work, or own property or a business in the HP district. Each commission member shall attend at least one

informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission.

### **Section 3 – Terms and Vacancies**

The term of office of the members of the Commission shall be four (4) years, excepting that the membership of the Commission appointed November 1, 2009 shall serve respectively terms of four members for two years and three members for four years. In the case of a vacancy on the Commission, the Town Council shall make an appointment to fill the term of the vacating member. Should any Commission member be absent from three consecutive meetings for the Commission, that member shall automatically vacate the member's seat on the Commission. The vacancy shall be filled in the same manner as any other vacancy.

### **Section 4 – Officers**

(a) Chair and Vice-Chair. Officers shall consist of a chair and a vice-chair elected by the Commission who shall each serve a term of one (1) year. The chair shall preside over meetings. In the absence of the chair, the vice-chair shall perform the duties of the chair. If both are absent, a temporary chair shall be elected by those present.

(b) Secretary: The staff of the Community Development Department, Planning Division shall act as the secretary for the Commission and have the following duties:

1. Take minutes of each Commission meeting.
2. Be responsible for publication and distribution of copies of the minutes, reports, and decisions of the Commission to the members of the Commission.
3. Give notice as provided by law for all public meetings conducted by the Commission.
4. Advise the Town Manager of vacancies on the Commission and expiring terms of members.

### **Section 5 – Meetings/Quorums**

The Town Council shall establish by resolution a meeting schedule for the Commission. A quorum of four for a seven member Commission shall be required for the transaction of any business. All decisions or actions of the Commission shall be made by a majority vote of those members present and voting at any meeting where a quorum exists. All meetings of the Commission shall be open to the public.

### **Section 6 – Duties and Responsibilities**

The Commission shall have the following duties and responsibilities:

- (a) To adopt rules of procedure and regulations to govern the conduct of meetings and business.
- (b) To keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings, determinations, and decisions. All such material shall be public record.
- (c) To provide opportunity for direct public participation in all responsibilities delegated to the Certified Local Government including the survey and National Register nomination process. Commission meetings shall be open to the public with published agenda and minutes in accordance with the California Open Meeting Act. The published agenda shall be mailed in advance of meetings to individuals and citizen organizations interested in the Commission's activities.
- (d) To maintain a local inventory of all properties and structures that have been designated as historic or cultural heritage resources, including but not limited to historic districts, landmark sites,

and landmarks within the Town, and all information required for each designation.

- (e) To oversee with Town staff the compiling, recording, and updating of the inventory of historic and cultural heritage resources.
- (f) To recommend nominations for individual structures or districts to the National Register of Historic Places to the Town Council.
- (g) To review and make recommendations on National Register nominations submitted for properties.
- (h) To review, comment, and make recommendation on the conduct of land use applications, housing and redevelopment projects, infrastructure improvements, and other types of planning and programs undertaken by any agency of the Town, special districts, the County, or State in the Historic Preservation District, as they relate to the survey results and the historic and cultural heritage resources of the community.
- (i) To review, comment, and make recommendations on applications for permits, archaeological resource investigations, environmental assessments, environmental impact reports, environmental impact statements, and other similar applications and documents, that may impact designated and potential resources or related neighboring property within public view in the Historic Preservation District.
- (j) To review, comment, and make recommendations on the actions of Town departments and other public agencies that may impact designated and potential resources in the Historic Preservation District, as determined by the Community Development Director. The Commission may review and comment during the environmental review and project design phases of such actions.
- (k) To review, comment, and make recommendations on applications and Certificates of Appropriateness for construction, alteration, removal, or demolition in the Historic Preservation District.
- (l) To review, comment, and make recommendations on whether denial of Certificates of Appropriateness affecting resources will result in economic hardship to the property owner and to review, comment, and make recommendations on applications for Certificates of Economic Hardship that would allow the performance of work for which a Certificate of Appropriateness has been denied.
- (m) To periodically review and make recommendations, if appropriate, on revisions to the Historic Design Guidelines.
- (n) To periodically review and make recommendations, if appropriate, on revisions to historic preservation standards in the Development Code.
- (o) To cooperate with local, County, State, and Federal governments in the pursuit of the objectives of historic and cultural heritage resource preservation.
- (p) To review and make recommendations on the administration of fiscal programs such as grant monies and other incentives programs to increase preservation options for property owners.
- (q) To investigate and make recommendations to the Town Council on the use of various Federal, State, local and private funding sources and mechanisms available to promote historic and cultural heritage resource preservation.

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**BE IT FURTHER RESOLVED BY THE TOWN COUNCIL**, that Resolution No. 99-48 is hereby repealed.

The foregoing Resolution was introduced by Council Member Anderson, seconded by Council Member Green, at a Regular Meeting of the Truckee Town Council, held on the 5<sup>th</sup> day of November, 2009 and adopted by the following vote:

**AYES:** Council Member Anderson, Council Member Green, Council Member deRyk Jones, Vice Mayor Wallace Dee, and Mayor Brown.

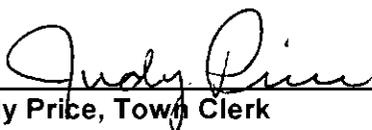
**NOES:** None.

**ABSENT:** None.



Dr. Mark Brown, Mayor

**ATTEST:**



Judy Price, Town Clerk